

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

**POLICY COMMITTEE
AGENDA**

Wednesday, April 26, 2023

3:30 P.M.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. NAMING POLICY**
- 5. ORDINANCE 8 REVIEW**
- 6. ORAL DISCUSSION**
- 7. ADJOURNMENT**

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

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

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

TO: POLICY COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kaleen Gage, Development Analyst

DATE: April 26, 2023

SUBJECT: DISCUSSION AND GUIDANCE FOR UPDATING THE NAMING POLICY

SUMMARY

In 2015, the District adopted a Naming Policy as a way to establish a systematic approach for the naming of parks, recreation areas, and facilities as well as amenities. It is the desire of Staff to periodically bring these policies to the committees to ensure their relevance. Currently, staff relies on the existing policy to manage the naming of District property; however, as the District continues to partner with various organizations, Naming, Sponsorships, and Advertisements have become a topic of discussion.

BACKGROUND

The District initially established a Naming Policy in 2015 which was intended to provide for the naming or renaming requests based on (1) the location, natural or geological features of the District Asset, (2) the identity of a cultural or historical significance to the local area, and/or (3) the identity of an individual or entity whose contributions to the District and/or the community supports the request. From time to time, the District has also named District Assets after a person or entity who has provided significant financial support for the District Asset being named.

The purpose of this policy is to establish uniform guidelines and standards for the naming and renaming of District Assets. The policy outlines the criteria, conditions, and procedures that govern naming and renaming of District Assets in order to maintain their integrity, to encourage philanthropic giving while acknowledging public investments, and to safeguard against unwanted commercialization of District Assets.

ANALYSIS

Staff ~~has~~ drafted a revised Naming & Sponsorship Policy for review. It includes a Naming Rights/Opportunities section outlining elements based on sponsorships and donations.

Since the last Policy meeting on March 23, 2023, Staff has made requested updates to the proposed policy, outlined below:

1. Removed Sponsorships in the way of Advertisements.
2. Removed 15-year contract term for naming.
3. Added naming terms based on a general donation amount.

4. Removed naming donation percentage.
5. Updated chart for monetary donation of sponsorship to qualify for types of recognition and naming.

FISCAL IMPACT

To be determined. Currently, costs are limited to staff time to prepare this report.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goals:

- **3.0** - Renovate and modernize existing parks and recreational facilities to ensure all parks provide an adequate range and supply of active leisure facilities to meet the growth and diversity in population, programming trends, and new design standards.
- **3.4** - Continue pursuing Freedom Park funding opportunities with Community Partners.
- **4.4** - Enhance community connections by fostering collaborative partnerships that leverage strengths and resources to enrich the recreation experience.

RECOMMENDATION

It is recommended the Policy Committee provide guidance and direction on the current Draft of the Sponsorship & Naming Policy.

ATTACHMENTS

1. Sponsorship & Naming Policy DRAFT (11 pages)



PLEASANT VALLEY RECREATION & PARK DISTRICT
SPONSORSHIP & NAMING POLICY

Introduction

The Pleasant Valley Recreation & Park District hereinafter referred to as “District,” accepts and encourages gifts and donations from individuals, businesses, community organizations, and public entities that are given to support Parks and Recreation. This policy covers gifts that are related to sponsorship and naming opportunities.

Purpose

The purpose of this policy is to set guidelines and standards that are in the best interest of the community to develop a formal process for requests to sponsor activities that occur on District property and/or the sponsorships of District property and naming of District lands/property. This policy establishes the procedure and guide to:

1. Ensure prospective donors and sponsors are suitable and relevant to the purpose.
2. Ensure that parks, recreational areas, and facilities are easily identified and located.
3. Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.
4. Encourage the dedication of lands, facilities, or donations by individuals and/or groups.

Definition of Terms

District Property/lands - All traditional designed parks, natural open spaces, historic sites, amenities, facilities, specialized parks, roads, and trails under the Districts’ jurisdiction or management.

Donor - An individual or entity who acts as a benefactor by contributing, granting, subscribing, or otherwise providing funds or labor for the purpose of maintenance, improvement, restoration, enhancement, reclamation, addition or enlargement of holdings, properties, resources or facilities of the District.

Gift - Any payment to the extent that consideration of equal or greater value is not received and includes a rebate or discount in the price of anything of value unless the rebate or discount

is made in the regular course of business to members of the public without regard to official status.

Major Features - Major, permanent components of park and recreational facilities (e.g., ball fields, swimming pools, tennis courts, playgrounds, fountains, artwork or physical features). Rooms within buildings are considered to be Major Features.

Naming areas - A facility within a park (e.g., playground, picnic shelter, fountain, bricks, tables, benches, etc.) can be named separately from the park or facility location.

Plaque - Generally a small, flat, regular-shaped memorial plate or slab that conveys information in bold relief or engraving.

Sponsorship – funds that are restricted to provide relatively short-term (usually two (2) years or less) support for District Activities, maintenance of existing equipment or the donation of tangible items.

Sponsorships

It is the policy of the District to accept contributions (Sponsorships, Donations) for parks, recreation areas, and facilities when deemed appropriate on the following:

1. Encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the District.
2. To accept gifts that are consistent with the mission, policies, and goals of the District.
3. Donations, gifts and memorials for the area must be relevant to the purpose of the park, facility, or District property.
4. The District recognizes that actual or perceived conflicts of interest might arise in relation to ~~contribution~~contributions for individuals, foundations, corporations. Therefore, the District will not accept contributions that:
 - a. Create significant actual or perceived damage to the Districts ~~or City of Camarillo's~~ mission, public image or reputation.
 - b. Have a history of environmental abuse or regulatory noncompliance unless the corporations are engaged in a credible effort to change past practice.
 - c. Expect significant publicity for the contribution beyond the normal sponsorship and naming recognition described in this policy.
 - d. Expect award of any proposed work in connection with the District ~~and/or City of Camarillo~~ in exchange for the contribution.
5. If the District learns of the existence of any of the above-mentioned disqualifying conditions with respect to a particular donor at any time prior to receipt of a contribution by the donor, the District will reject the Donors request. If the District

learns of the existence of any of the above-mentioned disqualifying conditions with respect to a particular donor after the donor's contribution has been received, the District will return the contribution if reasonable possible.

6. The District may provide public recognition of individuals or businesses that provide sponsorships in one or more ways, including through plaques or signs affixed to District property that identify the donor as a sponsor.
7. When sponsorship is in reference to raising or receiving monetary contributions, the following criteria must be met to be considered an approved sponsor:
 - a. Must be relative to the District's mission
 - b. Consider the community impact
 - c. Consider the impact of the donation or funding to the completion of a project, if applicable
 - d. Consider the cost of the implementation and signage and identify the funding to cover such costs.
 - e. The District may not accept funding that would create any conflict of interest, must not complete, impair or conflict with the policies, goals or operations of the District;

8. The General Manager or designee will make final decisions for sponsorship agreements, either monetary or donations with a cash value of less than \$25,000. Requests for all sponsorship ~~agreements~~agreements, either monetary or donations that exceed \$25,000 will be forwarded to the District Board of Directors for consideration and final decisions.

9. If Sponsorship/Donations are for a currently planned District capital improvement project, the District will accept large sponsorships over \$5,000 from donors. The District will not hold multiple small funds (under \$5,000) sponsorships/donations from multiple parties for a specific project. The District has full jurisdiction on how any donor funds are used for the specific Capital Project.

10. The District reserves the right to refuse Sponsorships/Donations that are designated to specific projects if the funds will not fully cover the costs of the project to include any capital improvement projects that are not currently planned.

11. The District will enter into an Memorandum of Understanding (MOU) for every Sponsorship/Donation to include terms and agreements.

- ~~— Sponsorships in the way of Advertisements~~
- ~~— The District will not approve any signage advertisements to be posted in neighborhood parks.~~
- ~~— Advertisements will be allowed at Sports Parks if they meet the following criteria:~~
 - ~~— Advertisements cannot be clearly seen from the street and are only seen by participants of that Sports Parks.~~
 - ~~— If posting a sign (advertisement), it must follow the City of Camarillo guidelines and processes.~~
 - ~~— If an approved operator of the District would like to sell Advertisements to display on District Property, the District will:~~
 - ~~— Receive sixty (60%) of revenue generated on the Advertisement.~~
 - ~~— All advertisements need to be approved by the District’s General Manager or designee.~~
 - ~~— Some advertisements that may not be approved are:~~
 - ~~— Companies whose business is substantially derived from the sale of alcohol, tobacco, firearms or pornography;~~
 - ~~— Religious or political organizations;~~
 - ~~— Business regarded as “Adult” business;~~
 - ~~— Any depiction which gives the appearance or impression that a product or business is endorsed or recommended by the District or its officers, agents, ore employees; or~~
 - ~~— Will create a conflict of interest or does not align with the District’s or City of Camarillo’s mission.~~
 - ~~a. Advertisements placement (location), how they will be affixed on District property and the duration must be approved by the District’s General Manager or designee.~~

8.12. Renaming of District property

- a. It is the Policy of the District to not rename District Property unless the following criteria is met:
 - i. After investigation and review, the proposed name is found to be more appropriate than the existing name, based on the criteria listed in this policy
 - 1. It is recommended that efforts to change a name be subject to the most critical examination so that it does not diminish the original justification for the name or discount the value of prior contributors.

- ii. If Naming Contribution agreement is expired with no intention of renewal.
- b. Any action to change the name of an existing District property shall follow the process as outlined below.
- c. Parks named by deed restriction shall not be considered for renaming,
- d. District property shall not be renamed if the name was a condition of a gift and the noncompliance with that condition would invalidate that gift.

Naming

It is the Policy of the District to adopt naming of District property to include facilities, lands, and any amenities, based on one or more of the following criteria when deemed appropriate:

1. Geographic Location
2. Natural or Geological features proximate to District property
3. Cultural or historical significance to the District or surrounding areas
4. The name of individual
 - a. Only allowed posthumously (at least 5 years since date of passing)
 - b. The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, District, City of Camarillo, or State of California.
 - c. The person must have contributed significantly to the acquisition or development of the park or facility or to the parks overall. The suggested name must be accompanied by a biographical sketch which shall provide evidence of contributions to the District or Parks and Recreation overall.
 - d. There is an outstanding community leader who had made significant civic contributions to the District and had given highly productive support to the District and community.
5. The name of a corporation who has made a significant contribution to the community, country, state, or the field of Parks and Recreation.
6. With any naming, the proposed name will not:
 - a. Create significant actual or perceived damage to the District ~~or City's~~ mission, public image, or reputation;
 - b. Result in undue commercialization of the property or violation of any District Ordinance or City Codes;

- c. Be used to collect additional sponsorship or other sources of funding outside of the District's approval;
- ~~c.~~d. Be represented as the "owner"

7. A naming contribution is considered if the donor would be recognized by having a significant gift that will provide long-term or permanent support or pay for a major capital improvement.
- a. The donor's action will be beyond merely receiving a tax deduction for their benefit
 - b. Their decision to give is justified by the merits of the projects, and nothing is expected in return other than the reasonable hope that the District uses these gifts as promised and uses them to their full advantage.

8. Naming Terms:

- a. A naming agreement will be entered into with District based on ~~15-year term~~, the amount of donation per the MOU.
- b. A naming agreement can be extended for an additional period of time (i.e. five (5) years), with a ~~gift~~ renewal of ~~30%~~ of the MOU to include operational and/or maintenance cost of the District property.
- c. If an extension agreement is not met or denied, the District has the right to remove and/or rename.

~~8.9.~~ Requirements for contributions that involve naming all or any portion of District property. When naming is contemplated for all or any portion of District property the following applies:

- a. Approval by General Manager
 - i. Before soliciting any potential donor for a contribution in connection with such a naming opportunity will be offered, the General Manager will be notified of such proposal. The General Manager will either:
 - 1. Approve or disapprove administratively of the proposed solicitation and naming based on the standards set forth in this Policy;
 - 2. Establish special procedures for evaluation and approval or disapproval of the proposed solicitation and naming or;
 - 3. Tentatively approve the proposed solicitation and naming and direct that the proposed solicitation and naming subject to the requirements contained in this policy.
- b. Approval Board of Directors
 - i. Before making any binding commitments to name District property for a particular donor or accepting any donation offered on condition of such naming the following must occur:
 - 1. Obtain the recommendation of the District; and
 - 2. Receive approval from the Board of Directors

- a. The decision of the Board of Directors is final.

9.10. A Naming donation must cover a significant donation amount at least 60% 80% 100% of the capital construction costs associated with the new building/structure, building renovation, or a significant addition to an existing building, or cover five (5) years of operational and maintenance expenses.

Memorials/Commemorative Gifts

1. It is not appropriate to use District property/lands to memorialize individuals (which includes employees of the District) unless there is a distinguished or unique relationship between the park, the District and the individual. The test of such a relationship is whether the individual has an appropriate place in the interpretive program as a person integral to or instrumental in the history of the park.
2. An individual should have been deceased for at least 5-years before the District can make an objective judgment about the significance of that person's role. Existing memorial programs should transition to be consistent with these guidelines. Memorial donations (gifts made in memory of a person) may be recognized in the same way as other gifts.
3. It is the preference of the District that donors of memorial gifts be thanked with off-site forms of recognition presented by the Board of Directors, in an area set aside for memorial gifts that otherwise meet the criteria for that form of recognition.
4. The recognition of new memorial donations should not include the donor's name. It should simply list the name of the person in whose memory the gift is given, but not include the honoree's date of birth and/or death, military service, degrees, or other honors. A positive, ~~park-related~~park-related quote may be included.

Recognition & Signage

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 presented 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.

~~vi-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 designee has final approval of all signs, their placements, and duration.

vi.vii. Signs must meet District and City(City where applicable) requirements.

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

<u>Gift Level</u>	<u>Commemorative Item (if any)</u>	<u>Primary Recognition (in years) Purpose</u>	<u>Other Recognition</u>
<u>\$750</u>	<u>Certificate to donor</u>	<u>General Sponsorship</u>	<u>Newsletter acknowledgment E-mail blast/Social media acknowledgement</u>
<u>\$1,000</u>	<u>Certificate to donor</u>	<u>General Sponsorship</u>	<u>E-mail blast/Social media acknowledgement Newsletter acknowledgment</u>
<u>\$5,000</u>	<u>Certificate to donor</u>	<u>Capital Project</u>	<u>Digital nNewsletter acknowledgment/-E-mail blast/Social media acknowledgement</u>
<u>\$10,000</u>	<u>Certificate to donor + plaque</u>	<u>Capital Project</u>	<u>+Dedication event/newspaper release acknowledgement</u>
<u>\$20,000+</u>	<u>+ plaque to donor</u>	<u>Capital Project</u>	<u>+Dedication event/newspaper release acknowledgement</u>

Naming Application & Approval Process

Any person, group, or organization may submit an application to name or re-name District lands/property. The application should be submitted to the General Manager of the District. Applications should contain the following minimum information:

1. Name of applicant.
2. Proposed name for ~~asset~~District property.
3. Background/support for proposed name.
4. Description/map showing location.
5. If proposing to name a recreation facility within a park, include a description/map showing the location of the facility within the park.
6. If proposing to name a Park asset after an outstanding person, documentation of that person’s contribution to the District, City, State.

7. If proposing to re-name a facility, the application should also include background information on the current name and the rationale for requesting a new name.
8. Any person, group or organization may submit a written proposal or request to commemoratively name or rename a public park or recreation facility to the District General Manager or designee.
9. A written proposal or request shall include sufficient explanation to enable the District General Manager or designee to make a determination that commemorative naming or renaming is justified and complies with this policy.
10. The District may also initiate and facilitate a commemorative naming process associated with new park acquisitions and construction whereby neighborhoods and general public shall be invited to participate in the naming process consistent with these policies.
11. Approval Process
 - a. The District General Manager's or designee's consideration regarding the naming or renaming of the parks, recreation facilities or features within such areas, shall be guided by the considerations listed in this policy.
 - b. The District General Manager or designee shall review the proposal for adherence to the stated policy criteria and authentication of statements, as well as existing features already named within a particular park or recreation facility, before advancing the proposal to the Policy Committee.
 - c. The Policy Committee shall consider the commemorative naming proposal upon it being advanced from the General Manager or designee and shall offer the opportunity for public input.
 - d. If the proposal meets the qualification process, the Policy Committee will forward the information to the Board of Directors at which time a recommendation can be made by a Board Member to add the item to an agenda.
 - e. Special features within a park, trail, open space or building can be named with the approval by the General Manager or designee and the Policy Committee.
 - f. Record of the approved name will be recorded in the Pleasant Valley Recreation and Park District park inventory database and all applicable records, signage and documentation shall be updated, as applicable, with the new name.

Version 3 - Clean line

Review all Section references
numbers!!!!

for changes to section



PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

Board Introduction – October 4, 2017

Public Posting – September 19, 2017

Board Adoption – January 3, 2018

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

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The Board of Directors of the Pleasant Valley Recreation and Park District ordains as follows:

ARTICLE I

GENERAL CONDITIONS

SECTION 101- PURPOSE/SEVERABILITY

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

SECTION 102- DEFINITIONS

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

- a. **“Applicant”** shall mean an individual who submits an application for a District use permit to utilize District property.
- b. **“Administrative Hearing”** shall mean a civil proceeding to contest a civil penalty citation.
- c. **“Alcoholic Beverage”** shall mean alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or combined with other substances.
- d. **“Aircraft”** shall mean any device that is used or intended to be used to carry a person or persons in the air.
- e. **“Amplified Sound”** shall mean sound projected and transmitted by electronic equipment, including amplifiers, radios, or other devices.
- f. **“Amenities”** shall mean a desirable or useful feature(s) of a building, facility, structure, or park.
- g. **“Article”** shall mean an article of this Ordinance unless some other Ordinance, policy, or statute is stipulated.
- h. **“Basic Rate”** shall mean the rate for use of specific areas of District property upon Section (xxx).

- i. **“Building”** shall mean any structure having a roof supported by columns or by walls and intended for the shelter, housing, or enclosure of persons, animals, or property of any kind.

- j. **“Camp” shall mean to pitch or occupy camp like items to include tents, huts, temporary shelters, trailers, motorhomes, campers, or vehicles otherwise used for shelter. To include the use of tarps, cots, beds, sleeping bags, hammocks, or non-District designated cooking facilities and similar equipment used to create temporary shelter and accommodation.**

- k. **“Citation”** shall mean a civil or administrative penalty citation issued in accordance with Government Code Section 53069.4 charging a Citee with an ordinance violation pursuant to this Ordinance.

- l. **“Citee”** shall mean the person served with a civil penalty citation charging them as a responsible person for an Ordinance violation.

- m. **“Community Service Organizations”** shall mean an organization that performs a service for the benefit of the public, is sponsored and approved by the Pleasant Valley Recreation and Park District Board, and the Organization resides within the District boundaries. These activities are not part of the “District” programs/classes.

- n. **“Competitive Activity”** shall mean an event or gathering in which one or more persons meet to **test skill and/or ability and focused on winning.**

- o. **“Contract Operator” shall mean an approved entity that performs a service for the benefit of the public. These activities are not part of the “District” programs/classes.**

- p. **“District”** shall mean the Pleasant Valley Recreation and Park District and/or all land managed by Pleasant Valley Recreation and Park District.

- q. **“District Activities”** refer to District directed, sponsored programs or approved activities.

- r. **“District Lands”** shall mean all lands and facilities under ownership or control of Pleasant Valley Recreation and Park District. “District Lands” are sometimes referred to herein as “District property.”

- s. **“Electric Bike”** shall be defined as follows:
 - Class 1: A bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

Class 2: A bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.

Class 3: A bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour, and is equipped with a speedometer.

- t. **"Electric Scooter"** shall mean any motorized scooter with 2 wheels, handlebars, and a floorboard that can be stood on while riding.
- u. **"Facility"** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.
- v. **"Fund-raising"** means the activity of raising money: organized activity of soliciting and collecting money for a nonprofit, service group or political organization.
- w. **"General Manager"** means the District's chief administrative officer or designee(s).
- x. **"Hearing Officer"** shall mean a person appointed by the District to conduct, consider, and decide administrative hearings. Prior to being appointed, a hearing officer must first be designated by the General Manager as qualified to provide a fair and impartial hearing based on appropriate education, training and experience.
- y. **"In-District Resident / In-District Resident Group / In-District Public/ In-District General Public"** shall mean any person, public or private groups, organizations, associations, non-profits, partnerships, firms, entities, or corporations who resides within the boundaries of the District.
- z. **"Issuance Date"** shall mean the date when a citation is served on the Citee.
- aa. **"Leash"** shall mean a strap, cord, chain or similar restraint on a dog of a length of six (6) feet or less.
- bb. **"Major Impact"** shall apply when the nature of the activity or proposed use is found to (a) limit the use of the facility for others, (b) cause damage or nuisance to the neighbors and surrounding areas, (c) require parking beyond capacity of the park, or (d) any use that is deemed extraordinary.
- cc. **"Model Craft"** shall mean any motor or engine driven model airplanes or rocketry, cars, boats, or other device.
- dd. **"Organized Group"** a regular meeting or assembly at one of the parks that includes more than 25 people, including but not limited to picnics and parties for family, religious institution, community or school events, or other similar activities.
- ee. **"Organized Use / Organized Sports"** meeting any one of the following conditions:
1) league games, practices, tournaments, clinics, instruction, special events; or other

uses where a fee is charged for participation, 2) a rental application requesting multiple dates of use, 3) a rental application requesting more than one field.

- ff. **“Open Space”** shall mean all lands under the ownership, management, and/or control of the District that are left in a natural vegetative state with limited public access.
- gg. **“Out-of-District / Non-Resident, Group or Organization”** shall mean any person, group, organization, association, partnership, firm, entity, or corporation that resides outside the District’s boundaries.
- hh. **“Park”** shall mean all grounds, roadways, building, structures, and lands acquired by the District or any area to which the District holds title or exercises delegated authority.
 - a. **Neighborhood Park** means a park generally up to 10 acres in size which serves as a social and recreational focal point for neighborhoods. Many include playgrounds and may offer a range of facilities and passive or active recreation in response to demographic and characteristics of surrounding neighborhoods.
 - b. **Community Park** means a park that generally ranges in size from 10 acres to larger that serve as a recreational point for the community. May include: playgrounds, pavilions, restrooms, sports fields, recreational courts, amenities, and offer active and passive park space.
 - c. **Sports Park** a park that is generally 10 acres or larger. These parks serve as a location to host competitive activities which through casual or organized participation provide competition and have governing bodies.
- ii. **“Park Space”** community space consisting of land (such as parks) rather than buildings and use that is maintained for recreation enjoyment.
- jj. **“Park Patrol”/“Ranger”** shall mean any District employee or agent of the District with the authority and responsibility to enforce provisions of this Ordinance as authorized in accordance with Section (xxx).
- kk. **“Permit”** shall mean an approved reservation for use of parks, amenities, or buildings as provided for and defined within District ordinances.
- ll. **“Responsible Person/Party”** shall mean a person who creates, causes, maintains, or allows an ordinance violation to exist or occur by their action or failure to act.
- mm. **“Section”** shall mean a section of this Ordinance unless some other statute or policy is specifically identified.
- nn. **“Special Event”** means an organized congregation of people with the intention to participate in shared activities contingent upon size, type, and context restrictions.

Special Event status is determined as a result of filling out the Special Event Application Checklist.

- oo. **“Sport Court”** means an outdoor hard surface court designed for athletic purposes such as but not limited to tennis/pickleball, roller rink, basketball.
- pp. **“Structure”** means anything constructed or erected on the ground such as a building, facility, amenity or including signs, flagpoles, walkways or any amenities or fixtures required to operate and maintain and/or enhances District property.
- qq. **“Trail”** shall mean any path of travel through open space meant for pedestrian or equestrian use.
- rr. **“Unmanned Aircraft Systems”** shall mean an aircraft and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS that is operated without the possibility of direct human intervention from within or on the aircraft, commonly known as a “drone.”
- ss. **“Vehicle”** means every device by which any person or property is or may be transported or drawn upon a public street or highway excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks as defined in Section 670 of the California Vehicle Code.
 - a. **Oversized Vehicle** – is any motorized vehicle or combination of motorized vehicles and non-motorized vehicles or trailers that: 1) meets or exceeds eighteen (18) feet in length at any time or 2) meets or exceeds the combination of both more than eight (8) feet in height and also exceeds nine (9) feet in width.
- tt. **“Vendor”** shall mean a permitted entity providing products, services, and/ or food/beverage items at a permitted program or event on District property.
- uu. **“Violation”** means a violation of the District’s ordinance(s), including this Ordinance.
- vv. **“Walkway”** shall mean any path, or access through District lands constructed or maintained for the use of pedestrians, handicapped patrons, or bicyclists unless otherwise marked.

SECTION 103- AUTHORITY AND ENFORCEMENT

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

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

SECTION 104- COMPLIANCE

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

SECTION 105- ENFORCEMENT; PENALTIES

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

Violations of Section 202, “Vehicles and Parking”, Subsections a, b, c, d, f, g, j, k, and l are subject to the civil penalty citation process set forth in Section 106.

The first and any subsequent violation of the following Sections shall be misdemeanors:

- 116 – Violation of Permit
- 205 – Firearms and Weapons
- 206 - Hunting
- 207 - Vandalism
- 215 - Nudity
- 222 – Alcoholic Beverages, Intoxicated Persons, Dangerous Drugs
- 233 – Public Urination
- 302 - Access
- 413 – Exclusion from District Areas and Facilities

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

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

SECTION 106- ADMINISTRATIVE PENALTY PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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

After considering all evidence and testimony submitted at the administrative hearing, the Hearing Officer shall issue a written decision to uphold or dismiss the citation within 20 working days after conclusion of the hearing. The Hearing Officer has no discretion or authority to reduce or modify the amount of any fine. The decision shall state the reasons and evidence considered for the decision. If the decision is to uphold the citation, the deposited penalty shall be forfeited to the District. If the decision is to dismiss the citation, the District shall refund the penalty deposit within 30 days of the decision. The Hearing Officer's continued employment, performance evaluation, compensation, and benefits shall not directly or indirectly be linked to the number of citations upheld or cancelled by the officer.

Notwithstanding any other provisions of this Ordinance or otherwise, the administrative hearing decision is final and not subject to appeal or further review by the District or any person. The Citee may seek judicial review of the administrative hearing decision by filing

an appeal with the Ventura County Superior Court in accordance with the provision of state law.

SECTION 107- ADMINISTRATIVE PENALTY CITATIONS

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

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

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

SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES/CITATION

The District's Board of Directors has, by resolution, adopted a penalty/citation fine schedule to establish the amount for violations of any civil penalties and provisions of District ordinances. The Board reviews the penalty/citation fines periodically.

Citations shall be paid to the District's designated third-party administrator within 35 days of the due date. Citations not paid in accordance with the provision of this Ordinance are civil obligations of the responsible party and may be collected by the District through any legal means. Payment of a citation shall not excuse the Citee from correcting the ordinance violation. The issuance of a citation or payment of a penalty does not bar the District from taking any further enforcement action regarding an ordinance violation that continues to exist or when a person continues to violate an ordinance, including but not limited to issuing additional civil penalty citations or filing a criminal complaint.

SECTION 109- USE OF DISTRICT LANDS

The District's reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of required fees. A permit is required for the use of District Lands for assemblies or an organized group. Each application for use of District Lands must be signed by an adult 18 years or older who agrees to be responsible for said use; however, when alcohol may be present an application must be signed by an adult 21 years or older. A group that exceeds the maximum attendance listed on its permit will forfeit the refundable cleaning deposit. Additional fees will be charged for portable toilets, garbage dumpsters, an additional cleaning deposit, staff time, and any other costs incurred by the District as a result of a group's use of District Lands. The District will make arrangements for these items to be placed on District Lands and the cost of these items will be passed on to the Applicant.

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

SECTION 110- APPLICATION FOR USE

The General Manager is authorized to grant or deny all applications for use of District facilities. All applications for use of District property shall be filed by an adult 18 years of age or older. The park, field, courts, park space or facility is granted a permit only when the completed application is approved by the District office and after all applicable fees are paid.

All applications for use shall comply with the District policies and any additional requirements for the application process. All applications must comply with the insurance requirements as set forth by the District.

If approved, a use permit will be issued by the District.

SECTION 111- LIABILITY

A requirement of a use permit application, the Applicant must agree in writing to release and hold the District harmless, and to indemnify the District from any and all liability for injury to persons or property, including District Lands, occurring as the result of the activity being undertaken by the Applicant. Any person exercising any of the privileges authorized by this Ordinance does so at their own risk without liability on the part of the District for any injury to persons or property resulting therefrom.

This requirement may be waived by the General Manager, at their sole discretion, upon receipt of a written request for a waiver.

SECTION 112- DISTRICT RIGHT TO ALTER USE

The District reserves the right to alter any previously scheduled use to minimize interference with District activities or to suspend an existing use application if the user or any of their

agents, employees, or guests violates any section of the District's General Use Policy or any District Ordinance or other applicable law.

SECTION 113- USE PERMIT 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 business days of the representative's decision. The General Manager may hold a hearing within ten 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 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 business days of the General Manager's decision.

SECTION 114- VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of the permit by the permittee or any agent, guest, or employee of permittee is prohibited. 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. The General Manager reserves the right to: (1) revoke any permit for a violation of terms of the permit or any District ordinance or other applicable law, with or without notice to the persons or organization to whom the permit was issued, and (2) enforce any applicable penalties as set forth in Section (xxx). 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.

SECTION 115- SOLICITATION AND UNLAWFUL ADVERTISING

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

- a. It is unlawful for any person to place, paint, attach, or maintain any commercial sign, which includes billboards and banners, on any District property without District authorization.
- b. Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.
- c. If permission is granted signage/banner mockup must be submitted at least 30 days prior to approval.

1. Signage/Banners must be no larger than 24 square feet if displayed for more than 3 days. When displayed for less than 3 days, signage/banners may be no larger than 36 square feet.
2. Signage/Banners may not be left up longer than 14 days, with a period of 30 days between display and no more than 4 times a year.

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

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

SECTION 116 – CONDUCTING BUSINESS IN A DISTRICT PARK

“Business,” for the purpose of this section, means and includes any activity which involves the sale of any goods or services, whether conducted by a for profit or non-profit entity, and regardless of by whom the activity is conducted.

Anyone desiring to conduct business in any District park must apply to the District for a permit to do so, on an application form provided by the District.

a

a. Application Information required:

1. Name and address and phone number of the Applicant, and if by a corporation, the officers of the corporation;
2. A description of the park location at which it is desired to conduct such business;
3. A copy of a current City of Camarillo business license, or proof of application;
4. Types of any services or items to be sold;
5. Description of how business will be conducted, and a drawing of the vehicle or stand from which goods will be sold, to show its size, color, all proposed signage, etc., and a description of means by which goods will be transported to and from the site;
6. A statement signed by the Applicant agreeing to indemnify, defend and hold harmless the District and its directors, officers, and employees from any claims for injuries or damage alleged by any person to have been caused by such activity;

7. Proof of insurance in the amount of \$1,000,000, or as required by District standards, to cover claims for injury or damages suffered or alleged to have been suffered by any person as a result of such activity, must be provided to the District. The insurance policy shall name the District as an additional insured and shall declare that the policy cannot be canceled except after ten days' written notice to the District. Proof of Worker's Compensation meeting the requirements of state law must be provided as well if applicable; and
8. Proof of application for all permits required by other public agencies such as Ventura County Environmental Health.

Issuance of a permit by the District shall not be deemed to be an endorsement by the District of any product or any form of District warranty concerning the product's fitness for use or consumption.

APPLICATION FEE AND REVIEW (Move to General Use Policy)

Each application made under this section shall be reviewed by District staff and must be accompanied by a non-refundable fee or it will not be accepted.

- a. No permit shall be issued if the application does not meet requirements set by the District, or it is found that its issuance would interfere with safe use by the public of any park or District Lands.
- b. The District may limit the number of any permits at any given park if it finds that such limitations is necessary to protect the health and safety of the public. Each permit shall include conditions such as hours of permitted use and other requirements found necessary. The District may refuse to issue permits during any District special events and recognized holidays.
- c. No permit shall be issued for more than one year from the date of issue unless entity has a written approval from the General Manager or designee(s).
- d. All permits issued under this section shall be nontransferable and may be used only by the permittee. Fees in addition to the application fee may apply.

OPERATION RESTRICTIONS

Each permittee shall comply with the following requirements as to operation:

- a. Prices of all items offered for sale must be noticeably posted where the goods are sold.
- b. The permittee or their employee(s) or agent(s) shall pick up and keep the location and surrounding area (at least 50 feet in each direction) of their use free from all litter and properly dispose by the end of the permitted rental time.

c. The permittee shall conduct business only at the location or locations specified in the permit and during the hours specified on the permit.

d. No booth stand, truck or cart shall ever be left unattended, and shall be removed from its permitted location each night between dusk and 7:00 am or at the conclusion of the permitted time. Overnight setups may be approved by General Manager or designee(s) with a 30-day notice and approved security services being contracted. PERMIT ISSUANCE (Check with General Use Policy)

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

No person shall, without a District permit, solicit, in any manner or for any purpose, or sell or offer for sale any goods, wares, or merchandise, or give or distribute handbills, advertising matter, or literature except under the following conditions:

- a. When a concession is operating under lease or contract authorized by the General Manager.
- b. When an organization's permit is open to the public they may solicit donations, hold auctions or raffles as long as they meet state guidelines.

It is unlawful for any person or persons to throw, deposit, leave, place or to cause the throwing, depositing, leaving or placing of any commercial or noncommercial handbill or unsolicited newspaper on any District Lands including vehicle windshields; however, it shall not be a violation of this section to hand out or to distribute handbills to any person.

PERMIT REVOCATION

The General Manager or designee(s), at their discretion, may at any time revoke any permit issued under this section if he or she finds it necessary to do so to protect the public health and safety or if the permittee has violated any terms or conditions of such permit.

SECTION 117 -EQUESTRIAN ACCESS

The primary form of access into open space areas shall be via foot or horseback on equestrian trails. No person shall block, obstruct, or impede free access to, encroach upon, or construct anything whatsoever across or upon any equestrian trail or easement owned, operated or maintained by the District, including but not limited to those equestrian trails and equestrian easements as shown on the final subdivision map of Tract No. 2706 (Las Posas Hills), recorded on October 5, 1979, in Book 84, page 50 of Miscellaneous Records in the

office of the Country Recorder of Ventura County, California and as amended in the Judgment recorded on March 22, 1993 bearing Instrument Number 93-065046. Vehicular access for an emergency vehicle or to deliver supplies to a permitted group may be authorized by the District unless prohibited by the above-referenced Judgment. Under such circumstances, one vehicle per area may be permitted. Entry by District vehicles, emergency vehicles, and vehicles of agencies and individuals holding easement or permits is authorized.

ARTICLE II
PARK REGULATIONS

SECTION 201- EXCEPTION

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

SECTION 202- VEHICLES AND PARKING

Parking violations are a civil liability and will be subject to an administrative adjudication process as described in Section 106 of this Ordinance.

- a. Without written permission of the General Manager or designee vehicles shall be operated on District Lands only on designated roadways.
- b. Vehicles shall not be allowed on any grass areas unless the vehicle's owner receives prior written permission from the General Manager or their designee, or as included in any MOU or agreement with the District
- c. Park entrance or parking fee apply where designated and applicable: (a) No person or persons shall enter or remain on District property without having paid the established entrance and/or parking fees. All fees shall be paid at time of arrival either through the purchase of a daily parking permit or presentation of a current annual parking permit. The permit must be visible in the vehicle. (b) Anyone parking on District property pursuant to an overnight permit must show the permit to District staff and/or Park Ranger upon request.
- d. Without written permission of the General Manager or designee vehicles shall not be parked on District property except within designated parking lot areas or within designated markings. Oversized vehicles are prohibited from parking on District property without prior written permission.
- e. Vehicles operated within the boundaries of public parks shall be driven at a careful and prudent speed not greater than is reasonable and proper with due regard for the traffic, pedestrians, surface, and width of the roads. In no event shall a vehicle be driven on park property at a speed greater than 15 miles per hour.
- f. Vehicles are subject to be towed at owners' expense, including all fees, towing, and storing charges, from District property under the following circumstances:
 1. When a vehicle is parked or left standing on District property when the park is closed to public use. No person may park, abandon or otherwise allow to remain on district parks or facilities between the

hours of 10 pm and 6 am automobiles, trailers, campers, motor homes, recreational vehicles, unless District permission has been expressly granted or parking is required for attendance at a District activity.

2. When a vehicle is parked or left standing upon a roadway in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic upon the roadway.
 3. When a vehicle is parked in a manner that completely or partially blocks the entrance to a driveway.
 4. When a vehicle is parked so as to prevent access by firefighting equipment to a fire hydrant or emergency service.
 5. When a vehicle is parked in any parking restricted zone.
- g. No vehicle maintenance may be performed on District property except for minor emergency repairs needed to move a vehicle.
- h. Disabled Persons Parking Zones shall follow the below guidelines.
1. It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license plate or placard defined by the California State Vehicle Code to stop or park a vehicle in a parking zone identified by the International Symbol of Accessibility as reserved for persons with disabilities. The fine for this violation shall be as prescribed by the California Vehicle Code.
 2. Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard.
 3. Space identification. Disabled persons parking shall be designated by blue striping to mark the stall and a profile view of the International Symbol of Accessibility, or wheelchair printed within the stall or space as well as a sign with the same type of marking on it.

1. Right of appeal:

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

SECTION 203- VEHICULAR TRESPASS

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

SECTION 204- FIREARMS AND WEAPONS

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

SECTION 205- HUNTING

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

SECTION 206- VANDALISM

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

SECTION 207- THROWING MISSILES

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

SECTION 208- AMPLIFIED SOUND

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

SECTION 209- GOLF

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

SECTION 210- MODEL CRAFT

No person shall operate any motor or engine driven model airplanes or rocketry, cars, boats, or any other model craft of any kind or description on, over, or into any portion of District lands, except those models specifically geared for the RC track, which may only be used on the RC track, or by written permission of the General Manager or their designee.

SECTION 211- AIRCRAFT AND UNMANNED AIRCRAFT SYSTEMS

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

No person shall engage in the operation of any unmanned aircraft system for either recreational or commercial purposes on, over, or into District Lands.

SECTION 212- OVERNIGHT CAMPING

- a. No person shall make use of District Lands to overnight camp unless with General Manager or designee(s) approval except as otherwise provided.
- b. No person shall use any car, trailer, camper, recreational vehicle or mobile-home as a dwelling or as living quarters to overnight camp on any District Lands unless with General Manager or designee(s) approval except as otherwise provided.
- c. No person shall store unattended personal property, including camp paraphernalia, on any District Lands.
- d. Camping is only permitted at District special events with approval by the General Manager or designee(s).

SECTION 213- FIREWORKS AND DANGEROUS OBJECTS

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

SECTION 214- NUDITY

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

SECTION 216- WASHING

No person shall wash dishes, clothing, garments, vehicles, or empty salt water or other waste liquids on District Lands other than in facilities expressly provided for such purposes.

No person shall swim, bathe, wade in, conduct personal hygiene (such as washing hair or body with or without soap, shampoo or similar personal hygiene products; shaving with or without shaving cream or similar personal hygiene products; oral care including using mouthwash or brushing teeth with or without toothpaste or similar personal hygiene products; cleaning any injury, wound, lesion, gash or abrasion in any manner with or without

medical products, cleaning products or similar personal hygiene products; using any medical or other personal hygiene product to rid the body of lice or any disease, infection or growth), or pollute the water of any park restroom, fountain, stream, except at a place especially designated and provided for such purpose.

SECTION 217- HOURS OF USE

All District lands within the District boundaries are available for use by the general public unless otherwise posted or in accordance with the District's General Use Policy. It shall be unlawful for any person, except those involved in District-sponsored programs or having valid permits, to enter or remain in any park, recreation area, park space or open space other than between those hours. Hours of use may vary due to seasonal daylight, maintenance, construction, watering, and/or other variables.

SECTION 218- FLORA AND TURF

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

- a. It is unlawful for any person to injure or destroy any tree growing within the District boundaries by any means, including, but not limited to the following:
 - a. Pouring any deleterious matter on or around any tree or on the surrounding ground, lawn, or sidewalk.
 - b. Posting any sign, poster, notice or other item on any tree, tree stake, or guard, or fastening any guy wire, cable, rope, nail, screw, or other device to any tree, tree stake, or guard without having first obtained a permit from the District.
 - c. Causing any fire or burning near or around any tree or plant life

SECTION 219- ARCHAEOLOGICAL FEATURES

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

SECTION 220- GEOLOGICAL FEATURES

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

SECTION 221- DOMESTIC ANIMALS

- a. No person owning or having charge, care, custody, or control of any dog (or cat) shall cause, permit, or allow same to be or to run at large upon any lands, properties, or within facilities of the District unless such animal is securely

fastened on a leash a not exceeding six feet in length and is held continuously in the care, custody, or control of a competent person. Pets not properly leashed or licensed may be impounded by Animal Control or Park Rangers and the owner cited.

- b. No person shall walk with more than 4 dogs (or cats) at any given time
- c. The removal of feces of animals that defecate on park property shall be the responsibility of the owner or custodian of said animal.
- d. Horses, mules, goats, donkeys, or similar animals may be ridden or led under specified restrictions and in designated areas with the permission of the General Manager or their designee.
- e. No animal shall graze in any park except on property leased for such purpose.
- f. No animal shall be killed, harmed, or removed from any park unless by a District employee during the performance of their official duties, except when necessary to avoid bodily harm.
- g. Animals may be prohibited from specific parks at specific times or events at the discretion of the General Manager or their designee.
- h. Specific provisions of this section may be modified in specific instances with written permission of the General Manager or designee.

SECTION 222- ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, DRUGS

No person may be on District property while under the influence of intoxicating liquors or drugs as defined under California Vehicle Code, Section 23152(a) (b) (c), as amended. Under specific circumstances, consumption of alcohol is permitted on District property as outlined in Sections 223 and 410 and 508.

SECTION 223- SALE OF ALCOHOLIC BEVERAGES

A group desiring to sell or provide alcoholic beverages on District Lands must obtain a District-issued alcoholic beverage permit at the time of application for facility permit as contained in Articles IV and V herein. An alcoholic beverage permit shall be issued only to an individual of legal drinking age upon proof that adequate safeguards will be provided to prohibit consumption by minors and excessive consumption by adults. Security guards may be required as defined under Section 511. Alcohol is not permitted at any time if the primary purpose of an event or function is for minors, i.e., debuts, dances or birthday parties for participants under the age of 21 years without permission of the General Manager or designee. Alcoholic beverages may be present at an event for a maximum of four hours and the provision of alcohol must end a minimum of one hour prior to the end of the event.

To obtain an alcoholic beverage permit, the Applicant must first 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 a request for the alcoholic beverage permit is denied by the staff, provisions in Section 110, Right of Appeal, shall apply. The General Manager may stipulate additional conditions relating to the permitted use of alcoholic beverages as necessary for the protection of individuals and property.

SECTION 224- PROHIBITION ON USE OF TOBACCO- OR MARIJUANA-RELATED PRODUCTS

SECTION 225- No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking of tobacco, marijuana, vape devices and any other smoking devices are prohibited on all District Lands. **LITTER AND RUBBISH**

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

SECTION 226- FIRES AND BARBECUES IN DISTRICT PARKS

Open fires and use of barbecues on District Lands are prohibited except in designated areas. Briquettes are the only combustible material authorized for barbecue or brazier/stove use. Wood or propane fires are not permissible. Personal barbecues are not authorized; only use of District provided barbecues are allowed. It is the responsibility of every person igniting a fire in a District installed barbeque to completely extinguish it (dead out) before leaving the park.

Upon notice of park closure due to a fire hazard warning by fire officials, all reservations shall be cancelled and affected areas closed to the public.

SECTION 227- DUMPING

Dumping rocks, soil, grass clippings, branches, leaves, equipment, vehicles, furniture or accessories, or any other items or material on District Lands is prohibited without prior written approval of the General Manager or their designee.

SECTION 227 – TRESPASSING

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

SECTION 228- PARK/FACILITYCLOSURE

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

SECTION 229- ENTRY TO ACTIVITIES

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

SECTION 229- USE OF DISTRICTEQUIPMENT BY NON-DISTRICT GROUPS

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

SECTION 230- UNLAWFUL CONSTRUCTION

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

SECTION 231- PUBLIC URINATION

It is unlawful for any person to urinate or defecate in any public place except when using a urinal, toilet, or commode located in a bathroom, restroom, or portable restroom.
SKATEBOARD, IN-LINE SKATING AND ROLLER SKATING REGULATIONS

With respect to the Skate Park facility owned and operated by the District for skateboarding or “other wheeled recreational devices” which means non-motorized bicycles, scooters, in-line skates, roller skates, or wheelchairs:

- a. Riding of the skateboard or other wheeled recreational device for stunt, trick, or luge riding constitutes a “hazardous recreational activity,” as defined by Section 831.7 of the Government Code.
- b. No user shall use the District skate park facility without wearing a helmet, elbow pads, and knee pads. Any user not wearing a helmet, elbow pads, and knee pads are subject to a citation under the ordinance (H&S Code Section 115800(b)(1)).

- c. Skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.
- d. No smoking or vaping is permitted on District property. No alcohol is allowed within 50 feet, of any facility provided for skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices.
- e. No glass beverage containers or food are allowed within the skating facility.
- f. Users must be 12 years of age or older (H&S Code section 115800(e)(1)(A)).

Users of skateboards or other wheeled recreational devices shall at all times yield to pedestrians. No person shall skateboard or use other wheeled recreational device in any area where signs are posted, or known to have been posted, prohibiting such activity.

SECTION 201- BICYCLES

Bicycles shall be allowed on District lands under the following restrictions:

- a. Bike riders must travel at a reasonably safe speed and may not exceed 5 mph in speed at any time or location. Bicycles including electric bicycles and other motorized transportation devices must stay on designated bike paths and roadways.
- b. Electric, battery operated bicycles with no pedal assist feature are prohibited.
- c. No person shall operate a bicycle in a reckless or negligent manner so as to endanger public property, or the life, limb, or property of any person or animal.
- d. Bicyclists must yield when meeting pedestrians or animals. “Yield” means slow down, establishes communication, be prepared to stop, and/or move aside to allow other users to pass, and pass safely.
- e. No person shall possess or operate a bicycle or similar device in open space or on District land in areas designated or signed to restrict such activity.
- f. All state and local regulations regarding and other protective gear for minors or adults must be followed.

Bicycles are not permitted on any sports courts (i.e basketball, tennis, pickleball courts) or sports park areas (i.e. PV Fields, Freedom Park, Mission Oaks, Bob Kildee.)

SECTION 202- DOG PARK RULES AND REGULATIONS

Properly licensed and tagged (i.e. ownership identification) dogs without vicious, dangerous, or aggressive propensities may be exercised without a leash in the designated areas and at the designated times established by the District and subject to the following rules and regulations:

- a. Dog Park hours of operation are as follows, unless otherwise posted. Dog Parks may be closed at the discretion of the General Manager or their designee.
 1. Enclosed dog park hours are open from 7:00AM until dusk.
 2. Mission Oaks Off-Leash Area is open from Monday through Friday 9:00AM to 1:00PM and 4:00PM to dusk, Saturday through Sunday 7:00AM to dusk.
 3. Camarillo Grove Park Open Area is open for off-leashed dogs Monday through Friday from 7:00AM to dusk, leash required on Saturday and Sunday.
- b. Dog Parks may be closed periodically during the year for special events, weather conditions, and maintenance as needed.
 1. The Turf line at 805-947-5125 is available to check Dog Park Conditions. Conditions will be updated at 1 pm on Weekdays and 7 am on Weekends.
- c. Enter at your own risk. Adults and children assume all risks associated with Dog Parks and designated off-leash areas. No children under 16 are allowed without adult supervision. Children must be within arm's reach of a supervising adult.
- d. Each dog must display a current license and be properly inoculated, healthy (no contagious conditions), and parasite-free. No dogs under five months, sick, in heat, vicious, aggressive or has previously bitten any person is permitted in Dog Parks or designated off-leash areas
- e. Dogs are to be kept on a leash with a leash length not exceeding 6 feet when outside the Dog Park fence at all times. Do not have your dog unleashed between your vehicle and gated entrance.
- f. Leash and unleash your dog inside the double-gated holding area, not inside the Dog Park.
- g. All dog owners must carry a leash, but no dogs shall be leashed once inside enclosed Dog Park areas.

- h. No spiked collars or the like that have the potential of injuring another dog or person are permitted.
- i. Close supervision of your dog is required. Close supervision means that the dog is within voice command range at all times and a leash readily available if needed. Failure to closely supervise dogs may result in the dog/owner being suspended for an appropriate period of time, as determined in the General Manager's sole discretion. Dogs left unattended at the Dog Park will be impounded with Animal Control.
- j. Owners must clean up after their pets. Potential Dog Park closures due to unsanitary conditions for the health and safety of all.
- k. Aggressive dogs must be removed from the Dog Park area immediately . You are responsible for your actions and those of your dog. Aggressive dogs may be suspended for appropriate periods of time, as determined in the General Manager's sole discretion. Aggressive dogs are defined as either potentially dangerous or vicious dogs as defined in the California Food and Agricultural Code Section 31602 and 31603. The District may also in its discretion designate a dog as Aggressive in certain situations. Violation of these provisions is an infraction.
- l. Paid dog walkers are not allowed in any dog park without all necessary permits and licensing from the District and other government agencies
- m. No air horns, bullhorns, or amplified sounds are allowed, unless approved by the General Manager or designee
- n. No human and/or dog food is allowed in the dog park.
- o. Four dogs per person is the maximum allowed inside the Dog Park, provided the owner is able to closely supervise all four dogs. Owners may not have one or more dogs in the large dog section and one or more dogs in the small dog section, if so designated.
- p. No grooming of dogs at any park locations..
- q. When leaving the park, please remove all tennis balls, toys, or other personal items or they will be discarded.
- r. The District reserves the right to designate certain parks with signage, as "off-leash" parks, allowing for dogs to run free without a leash.
- s. The entrance into an off-leash area within the District constitutes an agreement to comply with the rules contained in this section as well as all those regulations posted with respect to the use of such off-leash areas.

- t. The entrance into an off-leash area within the District constitutes an agreement to protect, indemnify, defend and hold harmless the District from any claim, injury or damage arising from or in connection with such use of District property.
- u. Users are legally responsible for their dogs and any injuries and/or damage caused by their dog(s).

SECTION 203- DISORDERLY CONDUCT

No person shall engage in boisterous, threatening, intimidating, abusive, insulting, discriminatory, profane, or indecent language; threaten or engage in fighting or physical altercation or engage in any disorderly conduct or behavior tending to a breach of the peace and interfering with the enjoyment of other persons on the premises. Person(s) exhibiting these behaviors will be required to leave the premises immediately. The District reserves the right to refuse services and prohibit entry on District property.

SECTION 237- SPORTS COURTS

No person shall engage in any activity on sports courts owned or operated by the District other than the playing of its designated sport(s) and activities.

ARTICLE III
PLEASANT VALLEY OPEN SPACE AREAS

SECTION 301- EXCLUSIVE USE

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

SECTION 302- ACCESS

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

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

SECTION 303- OPENING AND CLOSING TIMES

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

SECTION 304- APPLICATION FOR USE

Applications to reserve areas of open space will be processed in accordance with District procedures established in this Ordinance.

SECTION 305- FIRES AND SMOKING IN DISTRICT OPEN SPACE

In addition to the regulations in Section 225, the following policies shall apply to all District open space:

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

- b. No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking of tobacco, marijuana, vape devices and any other smoking devices are prohibited on all District Lands.

SECTION 306- OFF TRAILS

Unauthorized travel off designated trails is prohibited.

SECTION 307- CLOSURE/TRESPASS

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

- a.

SECTION 308- VEHICLES

SECTION 309- No vehicle may be operated or parked on any open space lands except where specifically permitted unless authorized by the General Manager or their designee for such use. District vehicles are permitted and authorized if conducting District business. NATURE PRESERVES

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

ARTICLE IV

REGULATIONS GOVERNING THE USE OF RECREATION BUILDINGS, ATHLETIC FIELDS, SPORTS PARKS/COMPLEXES, AND PICNIC AREAS

SECTION 401- USE OF RECREATION BUILDINGS, ATHLETIC FIELDS, SPORTS PARKS/COMPLEXES, AND PICNIC AREAS

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

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

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

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

SECTION 402- APPLICATION FOR USE AND SCHEDULING

Applications for use shall be made in accordance with Sections 109-114. Exceptions will be based on event size, type, and location requested. Exception requests may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

SECTION 403- EXTENDED USAGE

District property usage may be granted for a maximum period of twelve months, with the exception of Sports Parks(i.e PV Fields, Freedom Park, Bob Kildee, Mission Oaks.) Requests for facility usage exceeding twelve months requires the General Manager or designee approval. Scheduled groups may be subject to cancellation on 30 days' written notice or when a determination is made in accordance with Section 109. When cancellation is necessary, the District will attempt to relocate the activity.

SECTION 404- HOURS

District facilities are available for individual and group use during normally scheduled hours of operations pursuant to the District's General Use Policy. Sports parks and complexes equipped with field lighting can be utilized until 10:00 PM with a permit. Exceptions are subject to General Manager or designee for approval.

SECTION 405- RENTAL PERIODS

Minimum facility rental periods depend on the facility. The time indicated on the application will reflect the actual facility use time, which includes setup and cleanup. Charges for additional time beyond the minimum rental period will be based on an hourly rate. Exceptions are subject to General Manager or designee approval.

SECTION 406- PRIORITY OF USE

Use of facilities is based on when the application is received, rental availability, and priority ranking. Groups ranked at a low priority may be subject to rescheduling with 30 days' written notice. In that case, the District will attempt to relocate the group to another District facility.

Group priority rating shall be as defined in Section 504:

- a. Class 0- District Activities
- b. Class 1– Community Service Organization
- c. Class 2 – Resident Organization
- d. Class 3– In-District Resident
- e. Class 4- Out of District or Non-Resident

SECTION 407- DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, 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, including staffing costs. The individual and/or group may be removed and/or banned from future use of facilities.

SECTION 408- USE OF RESERVABLE PICNIC AREAS

Certain areas within the District's parks may be reserved for picnics by persons or groups. All applications must be signed by an adult who shall agree to be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a prior reservation or a District-sponsored event taking place at the same time and place. No use permit shall be granted for reservable picnic areas outside normally scheduled hours of operations pursuant to the District's General Use Policy, unless the park has appropriate lighting.

An organized group (25 or more) must obtain a permit for all reservable picnic areas. Groups that have less people than an organized group may use any designated reservable or non-reservable area of any park on a first-come, first-served basis, however, such groups must vacate any reservable area at the time a permit group arrives. Individual picnic tables are available on a first-come, first-served basis in all non-reservable areas (Section 113.)

SECTION 409- PROHIBITION ON USE OF TOBACCO- OR MARIJUANA-RELATED PRODUCTS

No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking of tobacco, marijuana, vape devices and any other smoking devices are prohibited on all District Lands. **SECTION 410- ALCOHOL IN RECREATION BUILDINGS AND PARKS**

The sale, serving, or consumption of alcohol is prohibited in a District building except by a group receiving all necessary permits, insurance and paying all applicable fees.

The sale or serving of alcohol is prohibited at all sporting and youth events except as approved by the General Manager or designee.

SECTION 411- USE OF RESERVABLE ATHLETIC FIELDS

Certain athletic fields may be reserved for use by persons and groups. All applications for use must be signed by an adult over 18 years of age who shall agree to be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a District-sponsored event taking place or a prior reservation at the same time and place. No use permit shall be granted for the use of any reservable field before 8:00 AM, or as determined by the General Manager or designee, or beyond sunset unless the field has appropriate lighting.

- a. No person shall engage in any activity on an athletic field owned or operated by the District other than the playing of specific activities for the designated fields unless authorized by Board of Directors, General Manager, or designee.

- b. Organized instruction is permitted only for classes/instruction/clinics approved by the District, per Section 118.

SECTION 412- USE OF SPORTS PARKS/COMPLEXES

Sports parks/complexes in the District are the following: Pleasant Valley Fields, Bob Kildee Park, Freedom Park, and Mission Oaks Park.

A permit is required for the use of these facilities by any user.

SECTION 413 - EXCLUSION FROM DISTRICT AREAS AND FACILITIES

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

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

SECTION 414 – PERMITTED VENDORS

The District will work with different types of vendors to include:

- a. Food Vendors to include Mobile Food Facilities (MFF) and Temporary Food Facilities (TFF)
 - a. MFF Vendors are only permitted at Bob Kildee, Camarillo Grove Park, Community Center Park, Freedom Park, Mission Oaks Park, and Pleasant Valley Fields.
 - b. MFF & TFF applications must be submitted with Ventura County Health Department prior to event. Please contact Ventura County Health Department for application requirements.
- b. Craft/Merchandise Vendors
- c. Informational/ Service Vendors
- d. Inflatable Vendors see the District’s General Use Policy.

All vendors must meet County of Ventura, City of Camarillo, and District Requirements to include insurance and permits.

SECTION 415 – NON-PERMITTED VENDORS

The District has the right to deny any vendor under the following:

- a. Sale of tobacco, drugs, marijuana and associated products.
- b. Sale or solicitation of explicit adult content.
- c. Vendor must not unlawfully discriminate against any sex, gender, gender identity or expression, race, creed, color, religion, class, disability, national origin, age, political or union affiliation, military/veteran status, marital status, medical condition, sexual orientation, or any other characteristic protected by federal, state, or local law (“protected status”).
- d. Vendor doesn’t meet County of Ventura, City of Camarillo, and District Requirements to include insurance and permits.
- e. Any vendors that do not meet the District’s Insurance Policy Standards.

ARTICLE V

FEES AND DEPOSITS

SECTION 501- PURPOSE

Fees and charges may be levied to offset District expenses incurred in providing services. The District prepared a cost of service analysis and study that identifies current cost recovery levels for the various types of recreation programs and established a general cost recovery policy.

SECTION 502- FEES

The District's Board of Directors shall establish reasonable fees for the use of District property. Full payment is due 30 days prior to the use date. Fees will be reviewed annually or as needed.

SECTION 503- BASIC RATE

Building

During normal hours of operation of facilities as defined in the General Use Policy, rates will include the use of rooms, chairs, tables, setup, and cleanup. The following services are also available for an additional fee: security, District staffing, and other services identified in advance of permittee's use as set forth in the District's General Use Policy. Use at a time when the facility is normally closed will result in the assessment of additional fees.

Athletic Facilities

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

- a. Use of the athletic fields.
- b. Basic turf management.

Basic rates do not include:

- a. Diamond preparation and ball field lining.
- b. Sport field or Complex Lighting.
- c. Removal or installation of athletic field equipment (bases, pitcher's mound, goals, etc.) and special location of base anchors, goals, bleachers, or other equipment.
- d. Sporting equipment such as balls, nets, gloves, goals, etc.

- e. Dedicated District staff for extra services, such as periodic maintenance of restrooms, trash collection, etc.
- f. Cleaning of the area, excluding trash cans, following the event.
- g. Additional items and services can be provided at a set fee per the District's Fee Schedule

Picnic Areas

During normal hours of operation as set forth in the District's General Use Policy, basic rates include picnic tables and barbecues if available. Rates do not include supervision or special setup of tables. Outside items, i.e., tables, pop-up canopies, and barbecues etc. are not permitted without approval by the General Manager or designee.

SECTION 504- CLASSIFICATION OF FACILITY USES AND FEE CHARGES

Class 1

- a. For a recognized District Community Service Organization as approved by the District's Board of Directors, fees are subject to the individual group's Memorandum of Understanding (MOU) with the District and/or current Fee Schedule.

Class 2 - Half of Basic Rate (50%)

- a. Resident Organization
Local school districts, government agencies, and non-profit organizations.

Class 3 - Full Basic Rate (100%)

- a. In-District Resident
- b. Individuals, groups, and organizations that hold private functions
- c. Resident Organizations that host fundraising events.

Class 4 - Full Basic Rate plus 25 Percent (125%)

- a. Out of District/Non-resident

SECTION 505- ADDITIONAL CHARGES OVER BASIC RATE

Additional charges will be levied over basic rates as defined in Section 503 and as set forth in the District's General Use Policy under the following conditions as on the District's Fee Schedule:

- a. When extraordinary use requires field renovation or rehabilitation.
- b. An additional fee is required when alcohol will be served or sold at a function.
- c. Additional administrative fees may be charged on all applicant-initiated changes, including cancellations, if change is made less than 10 days prior to rental
- d. The District may require security guards for certain events or functions at an additional fee. The District will make the arrangements with an approved vendor.
- e. When a facility is not normally open and District staff is required to be on duty, additional fees accrue. The minimum hourly coverage for District staff is two hours.
- f. When Districtstaff is needed for facility control, additional fees accrue.
- g. When ball field lights or other special equipment is required, additional fees accrue.
- h. When facility damage and/or liability insurance fees are required, additional fees accrue.
- i. Outdoor facilities including picnic shelters and sporting facilities may be subject to additional fees required for dumpsters and/or portable toilets to accommodate groups of people that exceed a facility's maximum occupancy.
- j. The determination of requirements for additional personnel and associated charges thereof shall be made by the General Manager or designee.

SECTION 506- REFUNDABLE DEPOSITS AND CANCELLATION REFUNDS

The application fee is non-refundable. Cancellations must be made through the District office. ****See General Use Policy When completed**** Additional fees may apply for “no shows”.

SECTION 507- PAYMENT OF DEPOSITS AND FEES

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

A payment equal to 50% of the total applicable fees must be paid at the time the application is approved by the District, as set forth in the District's General Use Policy. If the reservation is made 30 days or less prior to the event, full payment is due at time of application.

SECTION 508- ALCOHOL PERMITS

A District permit is required when alcoholic beverages are consumed on District property.

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

SECTION 509- SETUP

The District may perform setup and breakdown for basic indoor use 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 or additional fees may apply.

SECTION 510- DECORATIONS

When decorations are to be used, prior approval shall be obtained by the user from the General Manager or designee. No duct tape, tacks, nails or glue are allowed on any walls, columns, counter or floor surface. Use of blue painters' tape is allowed, with full removal at the end of the event. If confetti is used at the event, all evidence of use must be removed. Use of lighted candles or any other open or enclosed flame is prohibited.

SECTION 511- SECURITY

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

- a. If an event places a major impact on the facility as determined in the General Manager's sole discretion.
- b. When alcohol is being served or sold.
- c. When additional precautions are deemed necessary due to the nature of the event as determined in the General Manager's sole discretion.

The District will arrange for any required security guards at the event at the Applicant's cost.

If security is required, security guards must begin their shift a ½ hour before the scheduled event starts and remain on duty for a ½ hour after the event is scheduled to end and must stay until all attendees have left.

When security is required by the District or requested by the Applicant, the application requires approval by the General Manager.

SECTION 512- WAIVERS

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

SECTION 513- FILMING

A filming permit and application must be approved prior to filming taking place. Individuals engaged in the making of movies, still photography, or television films for commercial purposes shall observe District policy and procedures, and all other applicable local requirements.

SECTION 514- LIABILITY INSURANCE

A certificate of insurance evidencing required coverage amounts and additional requirements as set forth in the District's General Use Policy and naming the District, its elected officials, officers, and employees as an additional insured must be submitted at least 30 days prior to the event. If the reservation is made 30 days or less prior to the event, proof of insurance is due at time of application.. The amount of liability insurance required shall be determined by the District.

SECTION 515- PARKING FEES

District parking facilities are typically available to patrons at no charge, however, in select situations, the General Manager may establish parking fees. The General Manager or designee is authorized to determine when that fee shall be implemented.

Vehicles entering Camarillo Grove Park must pay a parking fee by purchasing a daily or annual pass.

ARTICLE VI

GENERAL

SECTION 601—REPEAL OF PRIOR VERSIONS OF ORDINANCE NO. 8

This Ordinance repeals and supersedes any prior versions of Ordinance No. 8, which are no longer of any force or effect.

SECTION 602—EFFECTIVE DATE

This Ordinance shall be effective 30 days after its adoption by the District Board of Directors.

SECTION 603—PUBLICATION AND POSTING

The Board’s Clerk shall certify to the passage of this Ordinance and cause the same to be posted and published in accordance with law.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2018.

Elaine Magner, Chairman

Board of Directors

ATTEST:

Bev Dransfedlt, Secretary

Board of Directors

Review all Section references numbers!!!!

for changes to section



PLEASANT VALLEY RECREATION AND PARK DISTRICT

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

Board Introduction – October 4, 2017

Public Posting – September 19, 2017

Board Adoption – January 3, 2018

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

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The Board of Directors of the Pleasant Valley Recreation and Park District ordains as follows:

ARTICLE I

GENERAL CONDITIONS

SECTION 101- PURPOSE/SEVERABILITY

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

SECTION 102- DEFINITIONS

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

- a. **“Applicant”** shall mean an individual who submits an application for a District use permit to utilize a District property, facility, park, open space, or building.
- b. **“Administrative Hearing”** shall mean a civil proceeding to contest a civil penalty citation.
- c. **“Alcoholic Beverage”** shall mean alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or combined with other substances.
- d. **“Aircraft”** shall mean any device that is used or intended to be used to carry a person or persons in the air.
- e. **“Amplified Sound”** shall mean sound projected and transmitted by electronic equipment, including amplifiers, radios, or other devices.
- e.f. **“Amenities”** shall mean a desirable or useful feature(s) of a building, facility, structure, or park.
- f.g. **“Article”** shall mean an article of this Ordinance unless some other Ordinance, policy, or statute is stipulated.
- g.h. **“Basic DRate”** shall mean the rate for use of specific areas of District property ~~lands based~~ upon Section 503(xxx).

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i. **“Building”** shall mean any structure having a roof supported by columns or by walls and intended for the shelter, housing, or enclosure of persons, animals, or property of any kind.

~~Business shall mean~~

h-j. **“Camp”** shall mean to pitch or occupy camp like items to include tents, huts, temporary shelters, trailers, motorhomes, campers, or vehicles otherwise used for shelter. To include the use of tarpaulins, cots, beds, sleeping bags, hammocks, or non-District designated cooking facilities and similar equipment used to create temporary shelter and accommodation.

i-k. **“Citation”** shall mean a civil or administrative penalty citation issued in accordance with Government Code Section 53069.4 charging a Citee with an ordinance violation pursuant to this Ordinance.

j-l. **“Citee”** shall mean the person served with a civil penalty citation charging them as a responsible person for an Ordinance violation.

k-m. **“Community Service Organizations”** shall mean an organization that performs a service for the benefit of the public, is sponsored and approved by the Pleasant Valley Recreation and Park District Board, and the Organization resides within the District boundaries. These activities are not part of the “District” programs/classes.

n. **“Competitive Activity”** shall mean an event or gathering in which one or more persons meet to test skill and/or ability and focused on winning.

h-o. **“Contract Operator”** shall mean an approved entity that performs a service for the benefit of the public. These activities are not part of the “District” programs/classes.

h-p. **“District”** shall mean the Pleasant Valley Recreation and Park District and/or all land managed by Pleasant Valley Recreation and Park District.

h-q. **“District Activities”** refer to District directed, sponsored programs or approved activities.

~~e. “District Community Service Groups” shall mean resident organizations approved by the District’s Board of Directors that conduct organized activities and programs.~~

p-r. **“District Lands”** shall mean all lands and facilities under ownership or control of Pleasant Valley Recreation and Park District. “District Lands” are sometimes referred to herein as “District property.”

q. ~~“Enforcement Officer” or “Ranger” shall mean any District employee or agent of the District with the authority and responsibility to enforce provisions of this Ordinance as authorized in accordance with Section 103.~~

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s. ~~“Hearing Officer” shall mean a person appointed by the District to conduct, consider, and decide administrative hearings. Prior to being appointed, a hearing officer must first be designated by the General Manager as qualified to provide a fair and impartial hearing based on appropriate education, training and experience.~~ **“Electric Bike”** shall be defined as follows:

~~shall mean 1) A “class 1 electric bicycle”~~Class 1: A bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

~~2) A “class 2 electric bicycle” is a~~Class 2: A bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.

~~3) A “class 3 electric bicycle” is a~~Class 3: A bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour, and is equipped with a speedometer.

t. **“Electric Scooter”** shall mean any motorized scooter with 2 wheels, handlebars, and a floorboard that can be stood on while riding.

s.u. **“Facility”** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.

t.v. **“Fund-Raising”** means the activity of raising money: organized activity of soliciting and collecting money for a nonprofit, service group or political organization. ~~This shall mean funds derived from the event must be spent within the Community.~~

t.w. **“General Manager”** means the District’s chief administrative officer or ~~his or her~~their designee(s).

v. **“Green Space”** ~~community space consisting of land (such as parks) rather than buildings and use that is maintained for recreational enjoyment.~~

~~“Hearing Officer” shall mean a person appointed by the District to conduct, consider, and decide administrative hearings. Prior to being appointed, a hearing officer must first be designated by the General Manager as qualified to provide a fair and impartial hearing based on appropriate education, training and experience.~~

x. _____

w.y. **“In-District Resident / In-District Resident Group / In-District Public/ In-District General Public”** shall mean any person, ~~group, organization, association, partnership, firm, entity, or corporation~~public or private groups, organizations,

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associations, non-profits, partnerships, firms, entities, or corporations who resides within the boundaries of the District.

~~x-z.~~ **“Issuance Date”** shall mean the date when a citation is served on the Citee.

~~y-aa.~~ **“Leash”** shall mean a strap, cord, chain or similar restraint ~~lead~~ on a dog of a length of six (6) feet or less.

~~z-bb.~~ **“Major Impact”** shall apply when the nature of the activity or proposed use is found to (a) limit the use of the facility for others, (b) cause damage or nuisance to the neighbors and surrounding areas, (c) require parking beyond capacity of the park, or (d) any use that is deemed extraordinary.

~~cc.~~ **“Model Craft”** shall mean any motor or engine driven model airplanes or rocketry, cars, boats, or other motor or engine propelled device.

~~aa-dd.~~ **“Organized Group”** a regular meeting or assembly at one of the parks that includes more than 25 people, including but not limited to picnics and parties for family, religious institution, community or school events, or other similar activities.

~~bb-cc.~~ **“Organized Use / Organized Sports”** meeting any one of the following conditions: 1) league games, practices, tournaments, clinics, instruction, special events; or other uses where a fee is charged for participation, 2) a rental application requesting more than three multiple dates of use, 3) a rental application requesting more than one field.

~~ee-ff.~~ **“Open Space”** shall mean all lands under the ownership, management, and/or control of the District that are left in a natural vegetative state with limited public access.

~~dd-gg.~~ **“Out-of-District / Non-Resident, Group or Organization”** shall mean any person, group, organization, association, partnership, firm, entity, or corporation that resides outside the District’s boundaries.

~~ee-hh.~~ **“Park”** shall mean all grounds, roadways, building, structures, and lands acquired by the District or any area to which the District holds title or exercises delegated authority.

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

b. **Community Park** means a park that generally ranges in size from 10 acres to larger that serve as a recreational point for the community. Many include: playgrounds, pavilions, restrooms, sports fields, recreational courts, amenities, and offer active and passive park space.

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c. **Sports Park** a park that is generally 10 acres or larger. These parks serve as a location to host competitive activities which through casual or organized participation provide competition and have governing bodies.

~~ii.~~ **Park Space** community space consisting of land (such as parks) rather than buildings and use that is maintained for recreation enjoyment.

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~~jj.~~ **Park Patrol**/**Ranger** shall mean any District employee or agent of the District with the authority and responsibility to enforce provisions of this Ordinance as authorized in accordance with Section (xxx)103.

~~ff.kk.~~ **Permit** shall mean an permit approved reservation for use of parks, equipment amenities, or buildings as provided for and defined within District ordinances.

~~gg.~~ **Person** shall mean any individual or group of individuals, and a natural person or any other legal entity, including its owners, majority stockholders, corporate officers, trustees, and general partners.

~~hh.~~ **Resident Organizations** shall mean public and private educational, service and civic groups and non profit organizations with members who reside within the District when such groups are located within the District and providing programs open to the public with a primary purpose of recreation and/or youth service.

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~~ii.ll.~~ **Responsible Person/Party** shall mean a person who creates, causes, maintains, or allows an ordinance violation to exist or occur by their action or failure to act.

~~mm.~~ **Section** shall mean a section of this Ordinance unless some other statute or policy is specifically identified.

~~nn.~~ **Special Event** means an organized congregation of people with the intention to participate in shared activities contingent upon size, type, and context restrictions. Special Event status is determined as a result of filling out the Special Event Application Checklist.

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~~jj.oo.~~ **Sport Court** means an outdoor hard surface court designed for athletic purposes such as but not limited to tennis/pickleball, roller rink, basketball.

~~kk.~~ **Special Use Activities** includes any event that requires careful evaluation of the Applicant's participant access and risk management procedures, i.e. use of alcohol or dances.

~~H.pp.~~ **Structure** means anything constructed or erected which requires a location in or on the ground such as a building, facility, amenity or including or which is attached to something having a location on or in the ground, such as signs, flagpoles, walkways or any amenities or fixtures or similar appurtenances, including a building or a building's architectural features and roof appurtenances required to operate and

maintain and/or enhances District property, ~~the building, but not including fences or walls used as fences less than six feet (6') in height.~~

~~mm-qq.~~ **“Trail”** shall mean any path of travel through open space meant for pedestrian or equestrian use, or access through District lands, land maintained by District or open space constructed or maintained for the use of pedestrians, handicapped patrons, equestrians, or bicyclists.

rr. **“Unmanned Aircraft Systems”** shall mean an aircraft and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS that is operated without the possibility of direct human intervention from within or on the aircraft, commonly known as a **“drone.”**

~~nn-ss.~~ **“Vehicle”** means every device by which any person or property is or may be transported or drawn upon a public street or highway excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks as defined in Section 670 of the California Vehicle Code.

a. **Oversized Vehicle** is any motorized vehicle or combination of motorized vehicles and non-motorized vehicles or trailers that: 1) meets or exceeds ~~twenty two (22)~~ **eighteen (18)** feet in length at any time or 2) meets or exceeds the combination of both more than eight (8) feet in height and also exceeds ~~seven (7)~~ **nine (9)** feet in width.

tt. **“Vendor”** shall mean a permitted entity providing products, services, and/ or food/beverage items at a permitted program or event on District property.

uu. **“Violation”** means a violation of the District’s ordinance(s), including this Ordinance.

~~oo-vv.~~ **“Walkway”** shall mean any path, or access through District lands ~~constructed~~ **constructed or maintained** for the use of pedestrians, handicapped patrons, or ~~bicyclists~~ **bicyclists** unless otherwise marked.

SECTION 103- AUTHORITY AND ENFORCEMENT

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

District Park Rangers (“Rangers”) are uniformed District employees, designated as peace officers pursuant to Penal Code Section 830.31(b), whose primary duty is to protect District Lands and preserve the peace therein. Rangers are authorized to enforce all District ordinances, rules and regulations, all laws of the State of California and all applicable

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Commented [A13]: Do we need to define of RV-Recreational Vehicle

Commented [A14]: A minimum parking stall measures 18' x 9' shall we reduce this some?

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municipal laws and ordinances. Consistent with Public Resources Code Section 5786.17 and the provisions of this Ordinance, Rangers are authorized to warn and evict persons, and issue citations for any misdemeanor or infraction violation of District ordinances, rules and regulations, and applicable municipal laws or ordinances, and state law, when the violation is committed within District Lands and in the presence of the Ranger issuing the citation. Rangers may also issue civil or administrative penalty citations. Rangers must carry identification and shall issue citations in accordance with Penal Code Section 853.5 *et seq.*

SECTION 104- COMPLIANCE

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

SECTION 105- ENFORCEMENT; PENALTIES

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

Violations of Section 202, "Vehicles and Parking", Subsections a, b, c, d, f, g, j, k, and l are subject to the civil penalty citation process set forth in Section 106.

The first and any subsequent violation of the following Sections shall be misdemeanors:

- 116 – Violation of Permit
- 205 – Firearms and Weapons
- 206 - Hunting
- 207 - Vandalism
- 215 - Nudity
- 222 – Alcoholic Beverages, Intoxicated Persons, Dangerous Drugs
- 233 – Public Urination
- 302 - Access
- 413 – Exclusion from District Areas and Facilities

A violation of this Ordinance which is an infraction shall be punishable by a fine not to exceed Five Hundred Dollars (\$500). A violation of this Ordinance which is a misdemeanor will be punishable by a fine not to exceed One Thousand Dollars (\$1,000) or by

Commented [A15]: Missing detailed levels of enforcement that are approved under the Ranger Manual. It goes from first violation to fourth with nothing in between.

Commented [A16]: Why are Sections 409 (Tobacco/Marijuana) and 410 (Alcohol use in Rec Buildings) not listed/included?

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imprisonment in the County jail for a period not to exceed six (6) months, or by both such fine and imprisonment.

Commented [A18]: Can we say this?
Commented [A19R18]: Attorney

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

SECTION 106- ADMINISTRATIVE PENALTY PROCEDURES

Commented [A20]: The entire cluster of sections RE: Citations and the related citations, penalties and hearings feels disjointed. There's not a clear delineation of the process/difference/options between the preliminary review and administrative hearing and the respective steps to take for each one.

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

Commented [A21R20]: Attorney

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

Commented [A22]: Left this section alone due to needing updates with citation

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

The preliminary review shall be conducted by the District's Park Services Manager or ~~their~~ his or her designee(s). The reviewer shall not be the enforcement officer who issued the citation.

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

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

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

Commented [A23]: Who is this?

Within ten (10) days following the receipt of a request for an administrative hearing and deposit of the full citation amount, the District's third-party administrator shall schedule an

administrative hearing. The date of the hearing shall be no more than 90 days later than the date the request for the hearing was filed. The District's third-party administrator shall notify the Citee of the date of the hearing.

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

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

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

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

After considering all evidence and testimony submitted at the administrative hearing, the Hearing Officer shall issue a written decision to uphold or dismiss the citation within 20 working days after conclusion of the hearing. The Hearing Officer has no discretion or authority to reduce or modify the amount of any fine. The decision shall state the reasons and evidence considered for the decision. If the decision is to uphold the citation, the deposited penalty shall be forfeited to the District. If the decision is to dismiss the citation, the District shall refund the penalty deposit within 30 days of the decision. The Hearing Officer's continued employment, performance evaluation, compensation, and benefits shall not directly or indirectly be linked to the number of citations upheld or cancelled by the officer.

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

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SECTION 107- ADMINISTRATIVE PENALTY CITATIONS

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

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

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

SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES/CITATION

The District's Board of Directors has, by resolution, adopted a penalty/citation fine schedule to establish the amount for violations of any civil penalties and provisions of District ordinances. The Board reviews the penalty/citation fines periodically.

Citations shall be paid to the District's designated third-party administrator within 35 days of the due date. Citations not paid in accordance with the provision of this Ordinance are civil obligations of the responsible party and may be collected by the District through any legal means. Payment of a citation shall not excuse the Citee from correcting the ordinance violation. The issuance of a citation or payment of a penalty does not bar the District from taking any further enforcement action regarding an ordinance violation that continues to exist or when a person continues to violate an ordinance, including but not limited to issuing additional civil penalty citations or filing a criminal complaint.

SECTION 109- USE OF DISTRICT LANDS

Commented [A25]: Does this even matter or relevant? Are citations ever handed out in or by recreational programs?

Commented [A26]: Curious what documentation is given out and how it syncs with language in No. 8 and the Ranger Manual.

Commented [A27]: Same comment as #8

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The District’s reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of required fees. A permit is required for the use of District Lands for assemblies or an organized group. Each application for use of District Lands must be signed by an adult 18 years or older who agrees to be responsible for said use; however, when alcohol may be present an application must be signed by an adult 21 years or older. A group that exceeds the maximum attendance listed on its permit will forfeit the refundable cleaning deposit. Additional fees will be charged for portable toilets, garbage dumpsters, an additional cleaning deposit, staff time, and any other costs incurred by the District as a result of a group’s use of District Lands. The District will make arrangements for these items to be placed on District Lands and the cost of these items will be passed on to the Applicant.

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

SECTION 110- APPLICATION FOR USE

The General Manager is authorized to grant or deny all applications for use of District facilities. All applications for use of District property shall be filed by an adult 18 years of age or older. The park, field, courts, park space or facility is granted a permit only when the completed application is approved by the District office and after all applicable fees are paid.

All applications for use shall comply with the District policies and any additional requirements for the application process. All applications must comply with the insurance requirements as set forth by the District.

If approved, a use permit will be issued by the District.

SECTION 111- LIABILITY

A requirement of a use permit application, the Applicant must agree in writing to release and hold the District harmless, and to indemnify the District from any and all liability for injury to persons or property, including District Lands, occurring as the result of the activity being undertaken by the Applicant. Any person exercising any of the privileges authorized by this Ordinance does so at their own risk without liability on the part of the District for any injury to persons or property resulting therefrom.

This requirement may be waived by the General Manager, at their sole discretion, upon receipt of a written request for a waiver.

SECTION 112- DISTRICT RIGHT TO ALTER USE

The District reserves the right to alter any previously scheduled use to minimize interference with District activities or to suspend an existing use application if the user or any of their agents, employees, or guests violates any section of the District’s General Use Policy or any District Ordinance or other applicable law.

Commented [A30]: The flow of the Application for and of Use sections feels out of sorts.

A different suggested order to consider:
113-Use of District Lands
115-District Right to Alter Use
109-Application for Use
114-Permit
110-Use Permit Right of Appeal
111-Interference
116-Violation of Permit

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SECTION 113- USE PERMIT 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 business days of the representative’s decision. The General Manager may hold a hearing within ten 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 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 business days of the General Manager’s decision.

SECTION 114- VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of the permit by the permittee or any agent, guest, or employee of permittee is prohibited.— 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. The General Manager reserves the right to: (1) revoke any permit for a violation of terms of the permit or any District ordinance or other applicable law, with or without notice to the persons or organization to whom the permit was issued, and (2) enforce any applicable penalties as set forth in Section (xxx). 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.

SECTION 109 APPLICATION FOR USE

The General Manager is authorized to grant or deny all applications for use of District facilities. All applications for use of District parks, fields, courts, open space or buildingsproperty shall be filed by an adult 18 years of age or older. The park, field, courts, open park space or facility is reserved granted a permit only when the completed Application is accepted and approved by the District office and after all applicable fees are paid.

All applications for use shall comply with the District’s General Use PolicyDistrict policies and any additional for specific requirements for the application process. All applications must comply with the insurance requirements as set forth by the Districtin General Use Policy.

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

SECTION 110 USE PERMIT 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 fourtenfive businessworking days of the mailing of the representative’s decision. The

Commented [A32]: The flow of the Application for and of Use sections feels out of sorts.

- A different suggested order to consider:
- 113-Use of District Lands
- 115-District Right to Alter Use
- 109-Application for Use
- 114-Permit
- 110-Use Permit Right of Appeal
- 111-Interference
- 116-Violation of Permit

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~~General Manager may hold a hearing within ten business 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 three business days 72 hours 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 working business days of the General Manager's decision.~~

~~SECTION 111 – INTERFERENCE~~

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

~~SECTION 112 – LIABILITY~~

~~As part A requirement of a use permit application, the Applicant must agree in writing to release and hold the District harmless, and to indemnify the District from any and all liability for injury to persons or property, including District Lands, occurring as the result of the activity being undertaken by the Applicant. Any person exercising any of the privileges authorized by this Ordinance does so at his/her their own risk without liability on the part of the District for any injury to persons or property resulting therefrom.~~

~~Th h s e r e q u i r e m e n t s m a y b e w a i v e d b y t h e G e n e r a l M a n a g e r , a t t h e i n h i s o r h e r s o l e d i s c r e t i o n , u p o n r e c e p t o f a w r i t t e n r e s t o f a w a i v e r .~~

~~SECTION 113 – USE OF DISTRICT LANDS~~

~~The District's reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of required fees. A permit is required for the use of District Lands for assemblies or organized group. Each application for use of District Lands must be signed by an adult 18 years or older who agrees to be responsible for said use; however, when alcohol may be present an application must be signed by an adult 21 years or older. A group that exceeds the maximum attendance listed on its permit will forfit the refundable cleaning deposit be required to pay additional fees. These a Additional fees will be charged for portable toilets, garbage dumpsters, an additional cleaning deposit, staff time, and any other costs incurred by the District as a result of a group's use of District Lands. The District will make arrangements for these items to be placed on District Lands and the cost of these items will be passed on to the Applicant.~~

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

~~SECTION 114 PERMIT FOR USE OF DISTRICT LAND~~

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

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~~SECTION 115 DISTRICT RIGHT TO ALTER USE~~

~~The District reserves the right to alter any previously scheduled use to minimize interference with District activities or to suspend an existing use application if the user or any of his or her agents, employees, or guests violates any section of the District's General Use Policy or any District ordinance or other applicable law.~~

~~SECTION 116 VIOLATION OF PERMIT~~

~~Violation of any terms, conditions, rules, and regulations of the permit by the permittee or any agent, guest, or employee of permittee is prohibited. The General Manager reserves the right to: (1) revoke any permit for a violation of terms of the permit or any District ordinance or other applicable law, with or without notice to the persons or organization to whom the permit was issued, and (2) enforce any applicable penalties as set forth in Section 105.~~

~~SECTION 117~~ **SECTION 115. SALES, SOLICITATION, AND UNLAWFUL ADVERTISING**

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

SIGNAGE

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

~~b.) It is unlawful for any person to paint or attach any sign or advertisement to or upon any District property.~~

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

~~c.d.)~~ If permission is granted sSignage/bBanner mockup must be submitted at least 30 days prior to approval. Exceptions to the provisions of this section shall be pre approved. by the General Manager. Request must be submitted for review by the, the General Manager or their designee, with will have 30 days to review and approve/deny.

Commented [A36]: Do we want to give a timeline of 30 days before requested posting date?

1. Signage/Banners must be no larger than 24 square feet if displayed for more than 32 days. When displayed for less than 32 days, signage/banners may be no larger than 36 square feet.
2. Signage/Banners may not be left up longer than 14 days, with a period of 30 days between display and no more than 4 times a year.

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

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

— Signage/Banner mock up must be submitted prior to approval.

Permission must be obtained from the General Manager before a permit is issued authorizing use of any park or building when the activity proposed is to be held for commercial activity including:

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

SECTION 1168 – CONDUCTING BUSINESS IN A DISTRICT PARK

“Business,” for the purpose of this section, means and includes any activity which involves the sale of any goods or services, whether conducted by a for profit or non-profit entity, and regardless of by whom the activity is conducted.

a. — No one shall conduct any business in any District park except as provided in this section, and section 117.

Anyone desiring to conduct business in any District park must ~~shall~~ apply to the District for a permit to do so, on an application form provided ~~prepared~~ by the District.

a) Permission must be obtained from the General Manager before a permit is issued authorizing use of any park or building when the activity proposed is to be held for commercial activity including:

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

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

b.

e.a. Application Information required:

1. Name and address and phone number of the Applicant, and if by a corporation, the officers of the corporation;
2. A description of the park location at which it is desired to conduct such business;
3. A copy of a current ~~city~~ City of Camarillo business license, or proof of application;
4. Types of any services or items to be sold;
5. Description of how business will be conducted, and a drawing of the vehicle or stand from which goods will be sold, to show its size, color, all proposed signage, etc., and a description of means by which goods will be transported to and from the site;
6. A statement signed by the Applicant agreeing to indemnify, defend and hold harmless the District and its directors, officers, and employees from any claims for injuries or damage alleged by any person to have been caused by such activity;
7. ~~If goods are to be sold from any stand or cart, p~~Proof of insurance in the amount of \$1,000,000, or as required by District standards, to cover claims for injury or damages suffered or alleged to have been suffered by any person as a result of such activity, must be provided to the District, which The insurance policy shall name the District as an additional insured and shall declare that the policy provide it cannot be canceled except after ten days' written notice to the District, and ~~p~~Proof of Worker's Compensation meeting the requirements of state law must be provided as well if applicable; and
8. Proof of application for all permits required by other public agencies such as Ventura County Environmental Health.

Issuance of a permit by the District shall not be deemed to be an endorsement by the District of any product or any form of District warranty concerning the product's fitness for use or consumption.

APPLICATION FEE AND REVIEW ([Move to General Use Policy](#))

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Commented [A37]: Business in Unincorporated areas

Commented [A38]: It is being recommended by Recreation to remove this section entirely due to requirements ever-changing and with updates for other policies will change. Recommendation for section C "Must complete a permit application and fulfill all requirements for requested use as direct by District Staff"

Commented [A39R38]: Katlyn will fix this later

Each application made under this section shall be reviewed by District staff and must be accompanied by a non-refundable fee of \$100 or it will not be accepted, and all such applications shall be reviewed by District staff.

Commented [A40]: Remove?

a. No permit shall be issued if it is found that the application does not meet requirements set by the District conform to this section or additional guidelines issued by the District, or it is found that its issuance would interfere with safe use by the public of any park or District Lands.

b. The District may limit the number of any permits at any given park if it finds that such limitations is necessary to protect the public health and safety of the public. Each permit shall include conditions such as hours of permitted use and other requirements found necessary. The District may refuse to issue permits during any District special events and recognized holidays.

c. No permit shall be issued for more than one year from the date of issue unless entity has a written approval from the General Manager or their designee(s). A permit may be renewed upon application and payment of another application fee unless it has been found that the permittee has failed to comply with this section or to the terms and conditions under which it was issued, or it is found that such permit is inconsistent with the public safety or public use of such park or District property.

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d. All permits issued under this section shall be nontransferable and may be used only by the permittee. Fees in addition to the application fee may apply.

OPERATION RESTRICTIONS

Each permittee shall comply with the following requirements as to operation:

a. Prices of all items offered for sale must be conspicuously noticeably posted where the goods are sold.

b. The permittee or his/her/their employee(s) or agent(s) shall pick up and keep the location and surrounding area (at least 50 feet in each direction) of his or her/their use free from all litter and permittee shall provide properly dispose by the end of the permitted rental time, and remove/empty at the end of each period of use, a suitable container for placement of litter by customers and other persons.

c. The permittee shall conduct business only at the location or locations specified in the permit and during the hours specified on the permit.

d. No booth stand, truck or cart shall ever be left unattended, and each cart or stand shall be removed from its permitted location each night between dusk and 7:00 am or at the conclusion of the permitted time. Overnight setups may be approved by General Manager or designee(s) with a 30-day notice and approved security services being contracted.

Commented [A42]: Need a better definition. Location or park property/district lands?

Commented [A43]: Unless approved for outside hours identified and approved on the permit?

Commented [A44]: Why is the revocation listed before the process to have it issued?

PERMIT REVOCATION

~~The General Manager, in his or her discretion, may at any time revoke any permit issued under this section if he or she finds it necessary to do so to protect the public health and safety or if the permittee has violated any terms or conditions of such permit.~~

PERMIT ISSUANCE (Check with General Use Policy)

The General Manager ~~or their designee~~designee(s) may issue permits under this section when the conduct of the proposed trade, occupation, business, service, or profession is compatible with usual park activities and uses, is of convenience or benefit to park patrons, and does not conflict with the business of established concessions. A use fee may be charged to cover administrative costs of the issuance of such permit and costs associated with the use of District facilities.

No person shall, without a District permit, solicit, in any manner or for any purpose, or sell or offer for sale any goods, wares, or merchandise, or give or distribute handbills, advertising matter, or literature except under the following conditions:

- a. When a concession is operating under lease or contract authorized by the General Manager.
- b. ~~When an organization's permit is open to the public they may solicit donations, hold auctions or raffles as long as they meet state guidelines, athletic team that is a member of a community service organization and admits all members of the general public to the extent of capacity without discrimination and without charge to any game played, such athletic team may solicit voluntary contributions from the spectators attending such game.~~
- c. ~~When found to be consistent with the policies of the District or to promote a District program under conditions prescribed by the General Manager.~~
- d. ~~When all necessary fees and deposits and proof of insurance has been provided to the District.~~

It is unlawful for any person or persons to throw, deposit, leave, place or to cause the throwing, depositing, leaving or placing of any commercial or noncommercial handbill or unsolicited newspaper on any District Lands including vehicle windshields; however, it shall not be a violation of this section to hand out or to distribute handbills to any person.

PERMIT REVOCATION

The General Manager, in his or her or their designee designee(s), at their discretion, may at any time revoke any permit issued under this section if he or she finds it necessary to do so to protect the public health and safety or if the permittee has violated any terms or conditions of such permit.

~~SECTION 117 - PARK ACCESS DURING PERMITTED ACTIVITY~~

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~~A permit holder shall not restrict access or charge a fee to access any District owned lands without the express written permission of the District Board sought at least 60 days prior to the imposition of any fee or restriction of access, which includes, but is not limited to, the locking of any gates or doors that would inhibit free access to District Lands.~~

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~~SECTION 119 - EQUESTRIAN ACCESS~~

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

ARTICLE II
PARK REGULATIONS

SECTION 201- EXCEPTION

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

SECTION 202- VEHICLES AND PARKING

Parking violations are a civil liability and will be subject to an administrative adjudication process as described in Section 106 of this Ordinance.

- a. Without written permission of the General Manager or designee vehicles shall be operated on District Lands only on designated roadways. Vehicles are not allowed to drive on any District turf.
- b. Vehicles shall not be allowed on any grass areas unless the vehicle's owner receives prior written permission from the General Manager or their designee, or as included in any MOU or agreement with the District.
- b.c. Park entrance or parking fee apply where designated and applicable: (a) No person or persons shall enter or remain on District property without having paid the established entrance and/or parking fees. All fees shall be paid at time of arrival either through the purchase of a daily parking permit or presentation of a current annual parking permit. The permit must be visible in the vehicle. (b) Anyone parking on District property pursuant to an overnight permit must show the permit to District staff and/or Park Ranger upon request.
- e.d. Without written permission of the General Manager or designee vehicles shall not be parked on District property except within designated parking lot areas or within designated markings. Oversized vehicles are prohibited from parking on District property without prior written permission.
- d. Vehicles shall not be allowed on any grass areas unless the vehicle's owner receives prior written permission from the General Manager.
- e. Vehicles operated within the boundaries of public parks shall be driven at a careful and prudent speed not greater than is reasonable and proper with due regard for the traffic, pedestrians, surface, and width of the roads. In no event shall a vehicle be driven on park property at a speed greater than 15 miles per hour.
- f. Vehicles are subject to removal be towed at owners' expense, including all fees, towing, and storing charges, -from District property under the following circumstances:

Commented [A46]: Missing/if allowed or possible to discuss; we need to address the issue of oversize/RV vehicles day camping in parks. I know rangers have brought it up before

Commented [A47]: Privately owned vehicles. Do we need to state that carts owned by organizations must receive permission by General Manager?

Commented [A48]: Moved to up to b

Commented [A49]: Removal or towed

1. When a vehicle is parked or left standing on District property when the park is closed to public use. No person may park, abandoned or otherwise allow to remain on district parks or facilities between the hours of 10 pm and 6 am automobiles, trailers, campers, motor homes, recreational vehicles, unless District permission has been expressly granted or parking is required for attendance at a District activity.
2. When a vehicle is parked or left standing upon a roadway in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic upon the roadway.
3. When a vehicle is parked in a manner that completely or partially blocks the entrance to a driveway.
4. When a vehicle is parked so as to prevent access by firefighting equipment to a fire hydrant or emergency service.
5. When a vehicle is parked in any parking restricted zone.

~~6. When a vehicle has been parked on District property for more than eighteen forty eight (148) consecutive hours without a valid permit. We usually give them 48 hours to move the vehicle.~~

~~g. If an illegally parked vehicle is removed from District property as provided for in this section, the owner shall be liable for all fees, towing, and storage charges.~~

~~h.g. No vehicle maintenance may be performed on District property except for minor, emergency repairs needed to move a vehicle.~~

~~i. No vehicle shall be parked on District property after the closing time of the park or facility.~~

~~j.h. Disabled Persons Parking Zones for Disabled Persons without proper permit? Whatshall follow the below guidelines.~~

~~k. No Organized Group or person shall inhibit access or charge a fee to access or park a vehicle at any District owned lands without the express written permission of the District Board 60 days prior to charging a fee or restricting access.~~

1. It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license plate or placard defined by the California State Vehicle Code to stop or park a vehicle in a parking zone identified by the International Symbol of Accessibility as reserved for persons with disabilities. The fine for this violation shall be as prescribed by the California Vehicle Code.

Commented [A50]: Notification procedures for when a vehicle is removed?

Commented [A51]: Repeated earlier.

Commented [A52]: Heading for next section jk

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Commented [A54]: A disabled person's ID must match the placard.

2. Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard.
3. Space identification. Disabled persons parking shall be designated by blue striping to mark the stall and a profile view of the International Symbol of Accessibility, or wheelchair printed within the stall or space as well as a sign with the same type of marking on it.

Commented [A55]: Is ADA compliant? Jk

~~It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license plate or placardplace defined by the California State Vehicle Code to stop or park a vehicle in a parking zone identified by the International Symbol of Accessibility as reserved for disabled or handicapped personspersons with disabilities. The fine for this violation shall be as prescribed by the California Vehicle Code.~~

1. ~~Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard.~~
2. ~~Space identification. Disabled persons parking shall be designated by blue striping to mark the stall and a profile view of the International Symbol of Accessibility, or a wheelchair printed within the stall or space as well as a sign with the same type of marking on it.~~

~~SECTION 203-1. RIGHT OF APPEAL~~ Right of appeal:

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

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~~SECTION 204~~ SECTION 203- VEHICULAR TRESPASS

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

~~SECTION 205~~ SECTION 204- FIREARMS AND WEAPONS

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

~~SECTION 206~~ SECTION 205- HUNTING

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

SECTION 207-SECTION 206- VANDALISM

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

SECTION 208-SECTION 207- THROWING MISSILES

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

SECTION 209-SECTION 208- AMPLIFIED SOUND

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

SECTION 210-SECTION 209- GOLF

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

SECTION 211-SECTION 210- MODEL CRAFT

No person shall operate any motor or engine driven model airplanes or rocketry, cars, boats, ~~drones~~, or any other model craft of any kind or description on, over, or into any portion of District lands, except those models specifically geared for the RC track, which may only be used on the RC track, or by written permission of the General Manager or their designee.

Commented [A56]: Designated Space for drones? jk
Commented [A57R56]: After consideration, if it will be prohibited it would fit well in section 211 regarding aircraft?

SECTION 212-SECTION 211- AIRCRAFT AND UNMANNED AIRCRAFT SYSTEMS/HUMAN FLIGHT

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

No person shall engage in the any operation of any unmanned aircraft system for either recreational or commercial purposes on, over, or into District Lands.

Commented [A58]: Added onto Aircraft to further restrictions on flight regardless whether manned or unmanned

SECTION 213-SECTION 212- OVERNIGHT CAMPING

Commented [A59]: Look into Homeless regulations. jk
Commented [A60R59]: Do we want to mention citations/removal of property

a. ~~Definitions:~~

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

- ~~1. *Camp* means to pitch or occupy camp facilities; to use camp paraphernalia.~~
- ~~2. *Camp Facilities* include, but are not limited to, tents, huts, temporary shelters, trailers, motor homes, campers, or vehicles otherwise used for shelter.~~
- ~~3. *Camp Paraphernalia* includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, hammocks, or non-District designated cooking facilities and similar equipment.~~
- ~~4. *Store* means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.~~

Commented [A61]: Added to defin section 102

~~a. It shall be unlawful for any person to camp, occupy camp facilities, or use camp paraphernalia on District property, except as otherwise provided in this section. No person shall make use of District Lands of overnight camping to overnight camp unless with General Manager or designee(s) approval except as otherwise provided.~~

~~b. No person shall use any car, trailer, camper, recreational vehicle or mobile-home as a dwelling or as living quarters for overnight camping to overnight camp on any District Lands unless with General Manager or designee(s) approval except as otherwise provided.~~

~~c. No person shall store unattended personal property, including camping paraphernalia, on any District Lands.~~

~~b.~~

~~e. House trailers, campers, or motor homes No person shall may not be used for overnight sleeping purposes sleep overnight on any District property without General Manger or designee approval, except as otherwise provided in this Article.~~

~~d. It shall be unlawful for any person to store personal property, including camp facilities and camp paraphernalia on any District property, except as otherwise provided for in this section.~~

Commented [A62]: Does this section need further clarification?

~~e.d.~~ Camping is only permitted ~~at for~~ District-hosted special events with approval by the General Manager or designee(s).

~~SECTION 214~~SECTION 213- FIREWORKS AND DANGEROUS OBJECTS

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

~~SECTION 215~~SECTION 214- NUDITY

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

SECTION 216- WASHING

No person shall wash dishes, clothing, garments, vehicles, or empty salt water or other waste liquids on District Lands other than in facilities expressly provided for such purposes.

No person shall swim, bathe, wade in, conduct personal hygiene (such as washing hair or body with or without soap, shampoo or similar personal hygiene products; shaving with or without shaving cream or similar personal hygiene products; oral care including using mouthwash or brushing teeth with or without toothpaste or similar personal hygiene products; cleaning any injury, wound, lesion, gash or abrasion in any manner with or without medical products, cleaning products or similar personal hygiene products; using any medical or other personal hygiene product to rid the body of lice or any disease, infection or growth), or pollute the water of any park restroom, fountain, stream, except at a place especially designated and provided for such purpose.

SECTION 217- HOURS OF USE

All District lands parks, recreation areas, green space and open space areas within the District boundaries are available for use by the general public unless otherwise posted or in accordance with the District's General Use Policy. It shall be unlawful for any person, except those involved in District-sponsored programs or having valid permits, to enter or remain in any park, recreation area, green-park space or open space other than between those hours. Hours of use may vary due to seasonal daylight, maintenance, construction, watering, and/or other variables.

SECTION 218- FLORA AND TURF

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

- a. It is unlawful for any person to injure or destroy any tree growing within the District boundaries by any means, including, but not limited to the following:

- a. Pouring any deleterious matter on or around any tree or on the surrounding ground, lawn, or sidewalk.
- b. Posting any sign, poster, notice or other item on any tree, tree stake, or guard, or fastening any guy wire, cable, rope, nail, screw, or other device to any tree, tree stake, or guard without having first obtained a permit from the District.
- c. Causing any fire or burning near or around any tree or plant life

SECTION 219- ARCHAEOLOGICAL FEATURES

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

SECTION 220- GEOLOGICAL FEATURES

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

SECTION 221- DOMESTIC ANIMALS

- a. No person owning or having charge, care, custody, or control of any dog (or cat) shall cause, permit, or allow same to be or to run at large upon any lands, properties, or within facilities of the District unless such animal is securely fastened on a leash a not exceeding six feet in length and is held continuously in the care, custody, or control of a competent person. Pets not properly leashed or licensed may be impounded by Animal Control or Park Rangers and the owner cited.
- b. No person shall walk with more than 4 dogs (or cats) at any given time
- c. The removal of feces of animals that defecate on park property shall be the responsibility of the owner or custodian of said animal.
- d. Horses, mules, goats, donkeys, or similar animals may be ridden or led under specified restrictions and in designated areas with the permission of the General Manager or their designee.
- e. No animal shall graze in any park except on property leased for such purpose.
- f. No animal shall be killed, harmed, or removed from any park unless by a District employee during the performance of his/her/their official duties, except when necessary to avoid bodily harm.
- g. Animals may be prohibited from specific parks at specific times or events at the discretion of the General Manager or their designee.

Commented [A63]: Phil wants switched to 3

Commented [A64R63]: This will follow the cities ordinance, 235 #0 has 3 dogs in dog park

Commented [A65R63]: Need to confirm City Ordinance prior to change. jk

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- h. Specific provisions of this section may be modified in specific instances with written permission of the General Manager or designee.

SECTION 222- ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, ~~DANGEROUS DRUGS~~

No person may be on District property while under the influence of intoxicating liquors or ~~dangerous~~ drugs as defined under California Vehicle Code, Section 23152(a) (b) (c), as amended. Under specific circumstances, consumption of alcohol is permitted on District property as outlined in Sections 223 and 410 and 508.

SECTION 223- SALE OF ALCOHOLIC BEVERAGES

A group desiring to sell or provide alcoholic beverages on District Lands must obtain a District-issued alcoholic beverage permit at the time of application for facility permit as contained in Articles IV and V herein. An alcoholic beverage permit shall be issued only to an individual of legal drinking age upon proof that adequate safeguards will be provided to prohibit consumption by minors and excessive consumption by adults. Security guards may be required as defined under Section ~~542511~~. Alcohol is not permitted at any time if the primary purpose of an event or function is for minors, i.e., debuts, dances or birthday parties for participants under the age of 21 years without permission of the General Manager or designee. Alcoholic beverages may be present at an event for a maximum of four hours and the provision of alcohol must end a minimum of one hour prior to the end of the event.

To obtain an alcoholic beverage permit, the Applicant must first 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 a request for the alcoholic beverage permit is denied by the staff, provisions in Section 110, Right of Appeal, shall apply. The General Manager may stipulate additional conditions relating to the permitted use of alcoholic beverages as necessary for the protection of individuals and property.

SECTION 224- PROHIBITION ON USE OF TOBACCO- OR MARIJUANA- RELATED PRODUCTS

No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking of tobacco, marijuana, vape devices and any other smoking devices are prohibited on all District Lands. No smoking of any kind on District property to include all tobacco and marijuana related products and all forms of electronic smoking devices, and other vaporizing products.

SECTION 224-SECTION 225- LITTER AND RUBBISH

Depositing garbage, trash, or other refuse on park property other than in a receptacle provided therefore is prohibited. Throwing or leaving bottles, glass, or sharp pointed articles is

Commented [A66]: The vehicle code doesn't define what a 'drug' consists of or refers to. (a) It is unlawful for a person who is under the influence of any alcoholic beverage to drive a vehicle. (b) It is unlawful for a person who has 0.08 percent or more, by weight, of alcohol in his or her blood to drive a vehicle. Should we further clarify this or simply rely on the state code albeit ambiguous?

Commented [A67]: 511

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prohibited. Throwing or disposing of wastepaper or combustible refuse in any place in a park other than in a receptacle maintained for that purpose is prohibited. It is unlawful to use any park receptacle for the depositing of garbage, trash, or other refuse not generated and/or used within the park boundaries.

~~SECTION 225-SECTION 226-~~ FIRES AND BARBEQUES IN DISTRICT PARKS

Open fires and use of barbecues on District Lands ~~space areas~~ are prohibited except in designated areas. Briquettes are the only combustible material authorized for barbecue or brazier/stove use. Wood or propane fires are not permissible. Personal barbecues are not authorized; only use of District provided barbecues are allowed. It is the responsibility of every person igniting a fire in a District installed barbecue to completely extinguish it (dead out) before leaving the park. Do we want to add anything on Propane Grills or Griddles?

Upon notice of park closure due to a fire hazard warning by ~~the~~ fire officials~~district~~, all reservations shall be cancelled and affected areas closed to the public.

~~SECTION 226-SECTION 227-~~ DUMPING

Dumping rocks, soil, grass clippings, branches, leaves, equipment, vehicles, furniture or accessories, or any other items or material on District Lands is prohibited without prior written approval of the General Manager or their designee.

SECTION 227 – TRESPASSING

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

SECTION 228- PARK/FACILITY-CLOSURE

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

SECTION 229- ENTRY TO ACTIVITIES

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

~~SECTION 230- UNLAWFUL ADVERTISING~~

Commented [A68]: What is the repercussion or fine(s) for being caught? Reference back to sections 104/105?

Commented [A69]: Do we need to add that dog parks may be closed with Board approval?

Commented [A70]: facility maintenance?

Commented [A71]: Redundant to Section 117.

~~It shall be unlawful for any person to place or maintain any sign, banner, billboard, or advertisement on any District property without the Board's or General Manager's written permission.~~

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

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

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

Commented [A72]: Redundant to Section 117

~~SECTION 231-SECTION 229- USE OF DISTRICT VEHICLES AND EQUIPMENT BY NON-DISTRICT GROUPS~~

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

~~SECTION 232-SECTION 230- UNLAWFUL CONSTRUCTION~~

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

~~SECTION 233-SECTION 231- PUBLIC URINATION~~

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

~~SECTION 234- SKATEBOARD, IN-LINE SKATING AND ROLLER SKATING REGULATIONS~~

With respect to the Skate Park facility owned and operated by the District for skateboarding or "other wheeled recreational devices" which means non-motorized bicycles, scooters, in-line skates, roller skates, or wheelchairs:

- a. Riding of the skateboard or other wheeled recreational device for stunt, trick, or luge riding constitutes a "hazardous recreational activity," as defined by Section 831.7 of the Government Code.
- b. No user shall use the District skate park facility without wearing a helmet, elbow pads, and knee pads. Any user not wearing a helmet,

Commented [A73]: We probably need to make a statement regarding skateboard, roller skate, roller blade, non motorized scooter, one wheelers and where they can ride unless it's only at the skate park.

Commented [A74R73]: Further discussion. jk

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elbow pads, and knee pads are subject to a citation under the ordinance (H&S Code Section 115800(b)(1)).

- c. Skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.
- d. No smoking or vaping is permitted on District property. No alcohol is allowed within 50 feet, of any facility provided for skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices.
- e. No glass beverage containers or food are allowed within the skating facility.
- f. Users must be 12 years of age or older (H&S Code section 115800(e)(1)(A)).

Commented [A75]: Wouldn't this apply to all of our parks?

Commented [A76R75]: Sold? jk

Users of skateboards or other wheeled recreational devices shall at all times yield to pedestrians. No person shall skateboard or use other wheeled recreational device in any area where signs are posted, or known to have been posted, prohibiting such activity.

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

- a. No person shall skateboard, in line skate, or roller skate on or within District skating facilities without wearing a helmet, elbow and knee pads.
- b. Skateboarding, in-line skating, roller skating, scooters, bicycles, e-bicycles or similar devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.
- c. No smoking is permitted on District property. No alcohol is allowed within 50 feet, of any facility provided for skateboarding, in-line skating, or roller skating.
- d. No glass beverage containers or food are allowed within the skating facility.

Commented [A77]: Do we need to add anything about vaping

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

SECTION 201- BICYCLES

Bicycles shall be allowed on District lands under the following restrictions:

- a. Bike riders must travel at a reasonably safe speed and may not exceed 5 mph in speed at any time or location. Bicycles including electric bicycles and other motorized transportation devices must stay on designated bike paths and roadways.
- b. Electric, battery operated bicycles with no pedal assist feature are prohibited.
- c. No person shall operate a bicycle in a reckless or negligent manner so as to endanger public property, or the life, limb, or property of any person or animal.
- d. Bicyclists must yield when meeting pedestrians or animals. "Yield" means slow down, establishes communication, be prepared to stop, and/or move aside to allow other users to pass, and pass safely.
- e. No person shall possess or operate a bicycle or similar device in open space or on District land in areas designated or signed to restrict such activity.
- f. All state and local regulations regarding and other protective gear for minors or adults must be followed.

Commented [A78]: Review JK

Commented [A79]: What do we want to designate? JK

Commented [A80]: Include e-bikes? Designate e-bikes only toe-bikes can go as fast as a world class sprinter. I think we should not allow them.

Commented [A81R80]: I agree, but I don't want the rangers trying to follow them or chase them down. Probably need verbiage for both

Commented [A82R80]: Rangers should set a speed limit that they would like to enforce

Commented [A83]: Further define JK

Bicycles are not permitted on any sports courts (i.e basketball, tennis, pickleball courts) or sports park areas (i.e. PV Fields, Freedom Park, Mission Oaks, Bob Kildee.)

SECTION 235-SECTION 202- DOG PARK RULES AND REGULATIONS

Properly licensed and tagged (i.e. ownership identification) dogs without vicious, dangerous, or aggressive propensities may be exercised without a leash in the designated areas and at the designated times established by the District and subject to the following rules and regulations:

- a. Dog Park hours of operation are 7:00 a.m. to Dusk as follows, unless otherwise posted. The Dog Parks may be closed at the discretion of the General Manager or their designee.
 - 1. Enclosed dog park hours are open from 7:00AM until dusk.
 - 2. Mission Oaks Off-Leash Area is open from Monday through Friday 9:00AM to 1:00PM and 4:00PM to dusk, Saturday through Sunday 7:00AM to dusk.
 - 3. Camarillo Grove Park Open Area is open for off-leashed dogs Monday through Friday from 7:00AM to dusk, leash required on Saturday and Sunday.
- b. The Dog Parks may be closed periodically during the year for special events, weather conditions, and maintenance as needed.

Commented [A84]: Board approves Springville

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~~b-1.~~ The Turf line at 805-947-5125 is available to check Dog Park Conditions. Conditions will be updated at 1 pm on Weekdays and 7 am on Weekends.

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- c. Enter at your own risk. Adults and children assume all risks associated with ~~the off-leash~~ Dog Parks and designated off-leash areas. No children under 16 are allowed without adult supervision. ~~Small e~~Children must be within arm's reach of a supervising adult.
- d. Each dog must display a current license and be properly inoculated, healthy (no contagious conditions), and parasite-free. No dogs under five months, that is sick, in heat, vicious, aggressive or has previously bitten any person is permitted in Dog Parks or the designated off-leash areas.
- e. Dogs are to be kept on a leash with a leash length not exceeding 6 feet when ~~OUTSIDE~~ outside the Dog Park fence at all times. DO not have your dog unleashed between your vehicle and gated entrance.
- f. Leash and unleash your dog inside the double-gated holding area, not inside the Dog Park.
- g. All dog owners must carry a leash, but no dogs shall be leashed once inside ~~the park~~ enclosed Dog Park areas.
- h. No spiked collars or the like that have the potential of injuring another dog or person are permitted.
- i. ~~Dogs left unattended at the Dog Park will be impounded with Animal Control.~~ Close supervision of your dog is required. Close supervision means that the dog is within voice command range at all times and a leash readily available if needed. Failure to closely supervise dogs may result in the dog/owner being ~~banned~~ suspended for an appropriate period of time, as determined in the General Manager's sole discretion. Dogs left unattended at the Dog Park will be impounded with Animal Control.
- j. Owners must clean up after their pets. Potential Dog Park closures due to unsanitary conditions for the health and safety of all. If you see someone who forgets/neglects to clean up, please remind him/her them to help keep the park clean.
- k. ~~AGGRESSIVE DOGS~~ Aggressive dogs must be removed from the Dog Park area immediately ~~IMMEDIATELY WITHOUT DEBATE.~~ You are responsible for your actions and those of your dog. Aggressive dogs may be ~~banned~~ suspended for appropriate periods of time, as determined in the General Manager's sole discretion. Aggressive dogs are defined as either potentially dangerous or vicious dogs as defined in the California Food and Agricultural Code Section 31602 and 31603. An aggressive dog is also defined as any dog that is determined by Tthe District to pose a threat to dogs

Commented [A85]: Phil asks "and belong to the same household"

Commented [A86]: Need clarification on "aggressive" and time period of suspension

or people by virtue of a single incident or history of unprovoked acts of aggression against people or animals. may also in its discretion designate a dog as Aggressive in certain situations. Violation of these provisions is an infraction.

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~~k.l.~~ Paid dog walkers are not allowed in any dog park without all necessary permits and licensing from the District and other government agencies.

Commented [A87]: Would like to discuss further

~~l.m.~~ No air horns, ~~or~~ bullhorns, or amplified sounds are allowed, unless approved by the General Manager or designee.

~~m.n.~~ No human and/or dog food is allowed in the dog park. No food of any kind is allowed inside the Dog Park, including people food.

~~n.o.~~ Three dogs per dog owner. Four dogs per person is the maximum allowed inside the Dog Park, provided the owner is able to closely supervise all four dogs. Due to inability to closely supervise their dogs, Owners may not have one or more dogs in the large dog section and one or more dogs in the small dog section, if so designated.

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~~o.~~ No female dogs in heat or puppies under five months of age, due to their vulnerability to disease and injury, are allowed in a Dog Park.

p. No grooming of dogs at any park locations. ~~Dog Park.~~

q. When leaving the park, please remove all tennis balls, toys, or other personal items or they will be discarded.

r. The District reserves the right to designate certain parks with signage, as “off-leash” parks, allowing for dogs to run free without a leash.

s. The entrance into an off-leash area within the District constitutes an agreement to comply with the rules contained in this section as well as all those regulations posted with respect to the use of such off-leash areas.

t. The entrance into an off-leash area within the District constitutes an agreement to protect, indemnify, defend and hold harmless the District from any claim, injury or damage arising from or in connection with such use of District property.

~~t.u.~~ Users are legally responsible for their dogs and any injuries and/or damage caused by their dog(s).

~~SECTION 236~~ SECTION 203 - DISORDERLY CONDUCT

No person shall engage in boisterous, threatening, intimidating, abusive, insulting, discriminatory, ~~profane~~ profane, or indecent language; threaten or engage in fighting or physical altercation or engage in any disorderly conduct or behavior tending to a breach of

the peace and interfering with the enjoyment of other persons on the premises. Person(s) exhibiting these behaviors will be required to leave the premises immediately. The District reserves the right to refuse services and prohibit entry on District property.

SECTION 237- ~~TENNIS SPORTS COURTS~~

No person shall engage in any activity on ~~tennis sports~~ courts owned or operated by the District other than the playing of ~~tennis-its designated sport(s)~~ and activities ~~incidental to the playing of tennis~~. ~~Private instruction for personal gain is expressly prohibited. Organized instruction is permitted only for classes/instruction/clinics approved by the District.~~

Commented [A89]: This need to be updated with Pickleball

Commented [A90]: Including pickleball or as directed by the General Manager.

Commented [A91]: Already mentioned in Section 118

ARTICLE III
PLEASANT VALLEY OPEN SPACE AREAS

SECTION 301- EXCLUSIVE USE

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

SECTION 302- ACCESS

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

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

SECTION 303- OPENING AND CLOSING TIMES

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

SECTION 304- APPLICATION FOR USE

Applications to reserve areas of park and green ~~open~~ space ~~areas~~ will be processed in accordance with District procedures established in this Ordinance.

SECTION 305- FIRES AND SMOKING IN DISTRICT OPEN SPACE

In addition to the regulations in Section 225, the following policies shall apply to all District open space:

- a. Charcoal ~~B~~riquettes shall be the only permitted fuel for District installed barbecues; wood is prohibited. It shall be the responsibility of every person igniting a fire in a District installed barbecues pit to completely extinguish it (dead out). All open fires are prohibited.
 1. Only District installed barbecues are allowed on District Lands.

- b. ~~No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking of tobacco, and marijuana, vape devices and any other smoking devices are prohibited on all District Lands.~~

Commented [A92]: Again, do we need to add vaping?

~~SECTION 306- GROUP USE~~

~~Reservations are required for use of District Lands by organized groups in accordance with District procedures established in this document.~~

Commented [A93]: Included in section 113. If this is specific to Open Space it contradicts 301

~~SECTION 307-SECTION 306- OFF TRAILS~~

Unauthorized travel off designated trails is prohibited.

~~SECTION 308-SECTION 307- CLOSURE/TRESPASS~~

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

~~SECTION 309- BICYCLES~~

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

~~Bike riders must travel at a reasonably safe speed and may not exceed 15 mph in speed at any time or location. Bicycles including electric bicycles and other motorized transportation devices must stay on designated bike paths and roadways.~~

Commented [A94]: Include e-bikes? Designate e-bikes only toe-bikes can go as fast as a world class sprinter. I think we should not allow them.

~~Electric, battery operated bicycles with no pedal assist feature are prohibited.~~

Commented [A95R94]: I agree, but I don't want the rangers trying to follow them or chase them down. Probably need verbiage for both

- a. ~~No person shall operate a bicycle in a reckless or negligent manner so as to endanger public property, or the life, limb, or property of any person or animal. A reasonable and prudent speed limit will be observed.~~

Commented [A96R94]: Rangers should set a speed limit that they would like to enforce

- b. ~~Bicyclists must yield when meeting pedestrians. "Yield" means slow down, establishes communication, be prepared to stop, and/or move aside to allow other users to pass, and pass safely.~~

- e. ~~No person shall possess or operate a bicycle or similar device in open space or on District land in areas designated or signed to restrict such activity.~~

~~All state and local regulations regarding helmet use, for minors or adults, shall be followed and other protective gear for minors or adults must be followed.~~

- a. ~~Bicycles are not permitted on any courts to include, but not limited to basketball, tennis and pickleball courts.~~

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~~SECTION 310~~SECTION 308- VEHICLES

No vehicle may be operated or parked on any open space lands except where specifically permitted unless authorized by the General Manager or their designee~~District~~ for such use. District vehicles are permitted and authorized if conducting District business.

No person may drive a vehicle on turf grass without approval from the District.

No person may repair, renovate, or paint any vehicle on district property, unless the repairs performed are of an emergency nature, and they are required in order to permit the vehicle to be moved.

~~SECTION 311~~SECTION 309- NATURE PRESERVES

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

ARTICLE IV

REGULATIONS GOVERNING THE USE OF RECREATION BUILDINGS, ATHLETIC FIELDS, SPORTS PARKS/COMPLEXES, AND PICNIC AREAS

SECTION 401- USE OF RECREATION BUILDINGS, ATHLETIC FIELDS, SPORTS PARKS/COMPLEXES, AND PICNIC AREAS

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

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

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

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

SECTION 402- APPLICATION FOR USE AND SCHEDULING

Applications for use shall be made in accordance with Sections 109-114. Exceptions will be based on event size, type, and location requested. Exception requests may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

SECTION 403- EXTENDED USAGE

District ~~Facility~~ property usage may be granted for a maximum period of ~~twelvesix~~ months, with the exception of Sports Parks (i.e PV Fields, Freedom Park, Bob Kildee, Mission Oaks). Requests for facility usage exceeding ~~twelvesix~~ months requires the ~~General Manager's~~ General Manager or designee ~~management~~ approval. Scheduled groups may be subject to cancellation on 30 days' written notice or when a determination is made in accordance with Section 109. When cancellation is necessary, the District will attempt to relocate the activity.

SECTION 404- HOURS

~~Buildings, park areas, and athletic~~ District facilities are available for individual and group use during normally scheduled hours ~~(dawn to dusk unless otherwise posted)~~ of operations pursuant to the District's General Use Policy. Sports parks and complexes equipped with field lighting can be utilized until 10:00 PM ~~p.m.~~ with a permit. Exceptions are subject to General Manager or designee for approval.

SECTION 405- RENTAL PERIODS

Minimum facility building rental periods ~~are two or four hour increments~~ depending on the facility. The time indicated on the application will reflect the actual facility use time, which includes setup and cleanup. Charges for additional time beyond the ~~two or four hour block~~ minimum rental period will be based on an hourly rate. Exceptions are subject to General Manager or designee approval.

Commented [A97]: Review after fee study

SECTION 406- PRIORITY OF USE

Use of facilities is based on when the application is received, rental availability, and priority ranking. Groups ranked at a low priority may be subject to rescheduling with 30 days' written notice. In that case, the District will attempt to relocate the group to another District facility.

Group priority rating shall be as defined in Section 504:

- a. Class 0- District Activities
- b. Class 1- Community Service Organization
- c. Class 2 - Resident Organization
- d. Class 3- In-District Resident
- e. Class 4- Out of District or Non-Resident

SECTION 407- DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, 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, including staffing costs. The individual and/or group may be removed and/or banned from future use of facilities.

SECTION 408- USE OF RESERVABLE PICNIC AREAS

Certain areas within the District's community parks may be reserved for picnics by persons or groups. All applications must be signed by an adult who shall agree to be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a prior reservation or a District-sponsored event taking place at the same time and place. No use permit shall be granted for reservable picnic areas outside normally scheduled hours of operations pursuant to the District's General Use Policy, unless the park has appropriate lighting.

An organized group (25 or more) must obtain a permit for all reservable picnic areas. Groups that have less people than an organized group may use any designated reservable or non-reservable area of any park on a first-come, first-served basis, however, such groups must vacate any reservable area at the time a permit group arrives. ~~Neighborhood parks may be non-reservable.~~ Individual picnic tables are available on a first-come, first-served basis in all non-reservable areas (Section 113.)

SECTION 409- PROHIBITION ON USE OF TOBACCO- OR MARIJUANA-RELATED PRODUCTS

~~No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking of tobacco, marijuana, vape devices and any other smoking devices are prohibited on all District Lands. No smoking of any kind on District property to include all tobacco and marijuana related products and all forms of electronic smoking devices, and other vaporizing products.~~

SECTION 410-ALCOHOL IN RECREATION BUILDINGS AND PARKS

The sale, serving, or consumption of alcohol is prohibited in a District building except by a group receiving all necessary permits, insurance and paying all applicable fees.

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

SECTION 411- USE OF RESERVABLE ATHLETIC FIELDS

Certain athletic fields may be reserved for use by ~~by use of~~ persons and groups. All applications for use must be signed by an adult over 18 years of age who shall agree to be

Commented [A98]: Multiple Sections in Ordinance 8 talk about smoking. We should have one uniform standard.

Commented [A99R98]: Agreed...sections 231,305, & 409.

Commented [A100]: Multiple Sections in Ordinance 8 talk about smoking. We should have one uniform standard.

Commented [A101R100]: Agreed...sections 231,305, & 409.

responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a District-sponsored event taking place or a prior reservation at the same time and place. No use permit shall be granted for the use of any reservable field before 8:00 ~~a.m.~~AM, or as determined by the General Manager or designee, or beyond sunset unless the field has appropriate lighting.

Commented [A102]: State the FFAU Process and possibly the violations from that document.

Commented [A103]: Check new turf policy

- a. No person shall engage in any activity on an athletic field owned or operated by the District other than the playing of specific activities for the designated fields unless authorized by Board of Directors, General Manager, or designee.
- b. ~~Private instruction for personal gain is expressly prohibited without an approved District permit.~~
- e.b. Organized instruction is permitted only for classes/instruction/clinics approved by the District, per Section 118.

SECTION 412- USE OF SPORTS PARKS/COMPLEXES

Sports parks/complexes in the District are the following: Pleasant Valley Fields, Bob Kildee Park, Freedom Park, and Mission Oaks Park. ~~These are complexes of 10 acres or more in size primarily used for competitive activities which, through casual or organized participation, provide competition and have governing bodies.~~

A permit is required for the use of these facilities by any user, organized group,

Commented [A104]: Introduce the language from the Turf Policy IF that gets approved by the Board.

Commented [A105]: Check new turf policy

SECTION 413 - EXCLUSION FROM DISTRICT AREAS AND FACILITIES

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

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

SECTION 414 – PERMITTED VENDORS

The District will work with different types of vendors to include:

- a. Food Vendors to include Mobile Food Facilities (MFF) and Temporary Food Facilities (TFF)
 - a. MFF Vendors are only permitted at Bob Kildee, Camarillo Grove Park, Community Center Park, Freedom Park, Mission Oaks Park, and Pleasant Valley Fields.

b. MFF & TFF applications must be submitted with Ventura County Health Department prior to event. Please contact Ventura County Health Department for application requirements.

b. Craft/Merchandise Vendors

c. Informational/ Service Vendors

d. Inflatable Vendors see the District's General Use Policy.

All vendors must meet County of Ventura, City of Camarillo, and District Requirements to include insurance and permits.

SECTION 415 – NON-PERMITTED VENDORS

The District has the right to deny any vendor under the following:

a. Sale of tobacco, drugs, marijuana and associated products.

b. Sale or solicitation of explicit adult content.

c. Vendor must not unlawfully discriminate against any sex, gender, gender identity or expression, race, creed, color, religion, class, disability, national origin, age, political or union affiliation, military/veteran status, marital status, medical condition, sexual orientation, or any other characteristic protected by federal, state, or local law ("protected status").

d. Vendor doesn't meet County of Ventura, City of Camarillo, and District Requirements to include insurance and permits.

e. Any vendors that do not meet the District's Insurance Policy Standards.

ARTICLE V
FEES AND DEPOSITS

SECTION 501- PURPOSE

Fees and charges may be levied to offset District expenses incurred in providing services. The District prepared a cost of service analysis and study that identifies current cost recovery levels for the various types of recreation programs and established a general cost recovery policy.

SECTION 502- FEES

The District's Board of Directors shall establish reasonable fees for the use of District property. Full payment is due 30 days prior to the use date. Fees will be reviewed annually or as needed.

Commented [A106]: Do we follow this? Why? JK

SECTION 503- BASIC RATE

Building

During normal hours of operation of facilities as defined in Section 404 the General Use Policy, rates will include the use of rooms, chairs, tables, setup, and cleanup. The following services are also available for an additional fee: security, custodial service District staffing, and other services identified in advance of permittee's use as set forth in the District's General Use Policy. Use at a time when the facility is normally closed will result in the assessment of additional fees.

Athletic Facilities

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

- a. Use of the athletic fields ~~and supporting structures.~~
- b. ~~Use of onsite restrooms.~~
- e.b. Basic turf management, ~~such as watering, mowing, and edging fields.~~
- d. ~~Staffing costs.~~

Basic rates do not include:

- a. Diamond preparation and ball field lining.
- b. Sport field or Complex Lighting.

- c. Removal or installation of athletic field equipment (bases, pitcher's mound, goals, etc.) and special location of base anchors, goals, bleachers, or other equipment.
- d. Sporting equipment such as balls, nets, gloves, goals, etc.
- ~~d.e.~~ Dedicated District staff for extra services, such as periodic maintenance of restrooms, trash collection, etc.
- f. Cleaning of the area, excluding trash cans, following the event.
- ~~e.g.~~ Additional items and services can be provided at a set fee per the District's Fee Schedule

Picnic Areas

During normal hours of operation as set forth in the District's General Use Policy, basic rates include picnic tables and barbecues, if available, ~~and outdoor restrooms~~. Rates do not include supervision or special setup of tables. Outside items, i.e., tables, ~~chairs~~, pop-up canopies, and barbecues etc. are not permitted without approval by the General Manager or designee.

SECTION 504- CLASSIFICATION OF FACILITY USES AND FEE CHARGES

Commented [A107]: Match Fee and General Use JK

Class 1

- a. For a recognized District Community Service Organization as approved by the District's Board of Directors, fees are subject to the individual group's Memorandum of Understanding (MOU) with the District and/or current Fee Schedule.

Class 2 - Half of Basic Rate (50%)

- a. Resident Organization

Local school districts, government agencies, and non-profit organizations, ~~may have fees waived for reciprocal services as approved by the General Manager~~.

Class 3 - Full Basic Rate (100%)

Commented [A108]: General Use Policy states full fees apply for fundraising events (III. non profit rental use)

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

~~Any individual or group reserving Fridays and Saturdays to include Resident Organization~~
- c. Resident Organizations that host fundraising events.

Class 4 - Full Basic Rate plus 25 Percent (125%)

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

SECTION 505- ADDITIONAL CHARGES OVER BASIC RATE

Additional charges will be levied over basic rates as defined in Section 503 and as set forth in the District's General Use Policy under the following conditions as on the District's Fee Schedule:

- a. When extraordinary use requires field renovation or rehabilitation.
- b. ~~All non-residents will pay a 25% additional fee.~~
- e.b. An additional fee is required when alcohol will be served or sold at a function.
- d.c. Additional administrative fees may be charged on all applicant-initiated changes, including cancellations, if change is made less than 10 days prior to rental.
- e.d. The District may require security guards for certain events or functions at an additional fee. The District will make the arrangements with an approved vendor.
- f.e. When a facility is not normally open and ~~recreation staff or custodian~~ District staff is required to be on duty, additional fees accrue. The minimum hourly coverage for District staff ~~custodian~~ is two hours.
- g.f. When ~~District recreation~~ staff is needed for facility control, additional fees accrue.
- h.g. When ball field lights or other special equipment ~~is~~ are required, additional fees accrue.
- i.h. When facility damage and/or liability insurance fees are required, additional fees accrue.
- j.i. Outdoor facilities including picnic shelters and sporting facilities may be subject to additional fees required for dumpsters and/or portable toilets to accommodate groups of people that exceed a facility's maximum occupancy.
- k.j. The determination of requirements for additional personnel and associated charges thereof shall be made by the General Manager or designee.

Commented [A109]: Check event policy

SECTION 506- REFUNDABLE DEPOSITS AND CANCELLATION REFUNDS POLICY

The application fee is non-refundable. ~~Cancellations must be made through the District office no later than 30 days prior to the use date to qualify for a refund of other paid rental fees minus the non-refundable application fee.~~

Cancellations must be made through the District office. **See General Use Policy When completed** ~~no later than 30 days prior to the use date to qualify for a refund of rental fees paid, less the non-refundable application fee.~~ Additional fees may apply for “no shows”.

Commented [A110]: Transfer \$\$ to future date?

SECTION 507- PAYMENT OF DEPOSITS AND FEES

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

A payment equal to 50% of the total applicable fees must be paid at the time the application is approved by the District, as set forth in the District’s General Use Policy. If the reservation is made 30 days or less prior to the event, full payment is due at time of application.

SECTION 508- ALCOHOL PERMITS

A District permit is required when alcoholic beverages are consumed on District property.

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

Commented [A111]: Check event policy

SECTION 509- SETUP

The District ~~will~~ may perform setup and breakdown for basic indoor use 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 or additional fees may apply.

SECTION 510- DECORATIONS

When decorations are to be used, prior approval shall be obtained by the user from the District’s Parks Services Manager, General Manager or dDesignee. No duct tape, tacks, nails or glue are allowed on any walls, columns, counter or floor surface. Use of blue painters’ tape is allowed, with full removal at the end of the event. If confetti is used at the event, all evidence of use must be removed. Use of lighted candles or any other open or enclosed flame is prohibited.

Commented [A112]: What you can/can't do without approval. Otherwise need approval JK

SECTION 511- SECURITY

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

- a. If an event places a major impact on the facility as determined in the General Manager’s sole discretion.
- b. When alcohol is being served or sold, or consumed.
- c. When additional precautions are deemed necessary due to the nature of the event as determined in the General Manager’s sole discretion.

Commented [A113]: Work on language JK

The District will arrange for any required security guards at the event at the Applicant’s cost.

If security is required, security guards must begin their shift a ½ hour before the scheduled event starts and remain on duty for a ½ hour after the event is scheduled to end and must stay until all attendees have left.

When security is required by the District or requested by the Applicant, the application requires approval by the General Manager.

SECTION 512- WAIVERS

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

SECTION 513- FILMING

A filming permit and application must be approved prior to filming taking place. Individuals engaged in the making of movies, still photography, or television films for commercial purposes shall observe the following District policy and procedures, and all other applicable local requirements. ~~Permission to film on District property pursuant to this section may be granted by the General Manager as set forth in the District’s General Use Policy. Additional agency’s permits may be required.~~

SECTION 514- LIABILITY INSURANCE

A certificate of insurance evidencing required coverage amounts and additional requirements as set forth in the District’s General Use Policy and naming the District, its elected officials, officers, and employees as an additional insured must be submitted at least 30 days prior to the event. ~~If the reservation is made 30 days or less prior to the event, proof of insurance is due at time of application. 105 working days prior to date of building use by any group for commercial purposes, and by any group conducting an event where there is a major impact for any event scheduled more than 105 days in advance.~~ The amount of liability insurance required shall be determined by the District.

Commented [A114]: Check with CAPRI JK

SECTION 515- PARKING FEES

District parking facilities are typically available to patrons at no charge, however, in select situations, the General Manager ~~with approval by the Board of Directors~~ may establish parking fees. The General Manager or designee is authorized to determine when that fee shall be implemented.

Commented [A115]: Amended by Ord 11

Vehicles entering Camarillo Grove Park must pay a parking fee by purchasing a daily or annual pass.

ARTICLE VI

GENERAL

SECTION 601—REPEAL OF PRIOR VERSIONS OF ORDINANCE NO. 8

This Ordinance repeals and supersedes any prior versions of Ordinance No. 8, which are no longer of any force or effect.

SECTION 602—EFFECTIVE DATE

This Ordinance shall be effective 30 days after its adoption by the District Board of Directors.

SECTION 603—PUBLICATION AND POSTING

The Board's Clerk shall certify to the passage of this Ordinance and cause the same to be posted and published in accordance with law.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2018.

~~Mark Malloy~~Elaine Wagner, Chairman
Board of Directors

ATTEST:

~~Elaine Wagner~~Bev Dransfeldt, Secretary
Board of Directors