



PLEASANT VALLEY RECREATION & PARK DISTRICT

SPECIAL EVENT POLICY

BOARD APPROVED OCTOBER 5, 2022

Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, the Aquatic Center, Senior Center, and other facilities, to organizations and the public for sports, cultural, social, and recreational activities and programs. The purpose of this policy is to help determine if requests are a reservation or a special event, and what items must be Board approved. A separate Special Events Process will outline the necessary steps District employees as well as customers must take to legally and effectively hold a special event on District property. The District may charge to recover public costs to operate, maintain, supervise, and administer the use of parks and District facilities per the General Use Policy.

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

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

Purpose

Prior to reserving District property for an event, District staff should first review the Special Events policy and refer to the Special Event Designation (Attachment 1) to determine if the request is a special event or a facility reservation. Once a Special Event is determined, Staff and the Customer will follow the process outlined below.

Definition of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Special Event Designation

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

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

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

Special Event Qualification

Attendance Level

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

Event Type

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

Event Context

- Parking lot usage for something other than parking (automatic special event designation)
 - May require City of Camarillo Special Event Application
- Location
 - More than one (1) facility space rental (ex. CC: Grounds 1 and front parking lot)
 - Use of facility space for something other than intended use
 - Use of sports field for anything other than playing sports- Board approval required
 - Potential Facility/Turf Damage due to attendance level or type of activity - Board approval required
- More than three (3) Vendors (Caterer, band, DJ, bounce house, photo booth, etc.)
- Access to electricity required
- Amplified sound (specific locations only)
- Alcohol present
 - If alcohol is being **sold**, an ABC license is required
- Security guards required
- Event length
 - 6 hours+ (special event designation considered)

- Multi-day - Board approval required
- External entity permit required (automatic special event designation)
 - Ex. City Permit for street use, County permit for MFF/TFF vendors, or Fire Permit for Safety Plans
- Event Manager/ Site Representative Services required (automatic special event designation)
 - All new & repeating events for first 2 years if no issues or no major changes
 - Any year for a repeating event where a major change is implemented if after probationary period. If during probationary period, probationary period shall be extended by one year if no issues.

Exceptions

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

- Private parties including events such as Weddings, Quinceaneras, corporate parties, large birthday parties, baby showers and other similar events
- Annual events that have previously been approved by the District and Board (grandfathered events)

External Events Reservation Process

For a more in depth understanding on booking a Special Event with the District, please refer to the Special Events Process. Application packets can be submitted in-person to the District Administrative Office at 1605 E. Burnley Street, or by email but must be complete and accompanied by initial payments at the time of submission in order for a facility reservation to be made.

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

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

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

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

1. Emergency and Public Safety Operations (Emergency Disasters/Emergency Response)

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

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

Fees

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

Special Event Policy Violations

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

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

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

All customer violations and their frequency will be recorded by the SEM in the After-Action Report. Any violation could result in a first, second or third offense and multiple violations do not need to be the same in nature to be issued a second or third violation.

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

First Violation

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

Second Violation

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

Third Violation

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

Violation examples include but are not limited to:

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

Permit Cancellation

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

Special Event Permits cancelled by the customer at least sixty (60) days prior to the permitted use will be refunded in full. Cancellations between fifty-nine (59) and thirty (30) days prior to permitted use will be

refunded at the rate of fifty (50) percent. Cancellations less than 30 days prior to the permitted use will not be refunded.

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

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

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

Appeals

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

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