

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE –ROOM 6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**2020 POLICY COMMITTEE
AGENDA**

**THURSDAY, APRIL 23, 2020
2:30 P.M.**

In order to minimize the spread of COVID-19 and keep with social distancing, the meeting room will not be open to the public. To participate in the Board committee meeting from the comfort of your home or other Stay Well at Home compliant location, you may choose one of the following options:

- a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 11:30 am on Thursday, April 23, 2020 to Anthony Miller, Administrative Analyst at amiller@pvrpd.org. Your email will be printed and distributed to the Policy Committee members prior to the meeting.**
- b. Phone – You may call the PVRPD office at 805-482-1996, ext. #101 by 11:30 am on Thursday, April 23, 2020 and provide your name, your phone number and your item of interest. PVRPD staff will call you on April 23 at 2:30 pm with instructions for participating or for making a general public comment.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. TOURNAMENT POLICY DISCUSSION**
- 5. ORAL COMMUNICATIONS**
- 6. ADJOURNMENT**

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

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

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

TO: POLICY COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER

By: Eric L. Storrie, Recreation Services Manager

DATE: April 23, 2020

SUBJECT: TOURNAMENT POLICY DISCUSSION AND GUIDANCE

SUMMARY

The Pleasant Valley Recreation & Park District (“District”) encourages the use of facilities and parks by Community Service Organizations (“CSO”), residents, resident organizations, and out-of-District residents and is authorized to charge fees for these services. Currently, the District permits organizations to host tournaments on District fields and facilities.

Since 2013, the Pleasant Valley Recreation & Park District (“District”) and its approved Community Service Organizations (“CSOs”) have hosted, an average, of 26 tournaments per year. Additionally, non-CSO tournaments have also happened at various fields and facilities over the last decade.

District staff began noticing inconsistencies in processes related to reserving and use of District fields and facilities; an increase in vendors requesting to participate in these tournaments; and an increase in District expenses and efforts regarding CSO post-tournament cleanup.

District staff have identified a need for a standardized process to ensure all tournaments are treated fairly and consistently. This Tournament Policy (“Policy”) is designed to ensure:

1. Permitting process is understood by District staff and Tournament Organization
2. The District understands the needs and requests of each tournament
3. District Ordinances, policies, and procedures are followed
4. A reduction in overall District time required in permitting tournaments
5. Appropriate expenses are recovered

A draft version of this Policy was previously presented. District staff continue to seek guidance and direction before an updated Policy is presented. This staff report will seek to address those items.

It is important to note that a Cost Recovery Policy, Fee Schedule Update, Community Service Organization Fee Methods, and Tournament Parking Revenue projects are being reviewed in Finance Committee.

BACKGROUND

The District is authorized by Ordinance 8 and the General Use Policy (Attachments A & B, respectively) to reserve and permit the use of fields, facilities, pavilions, open space, special events, tournaments, etc. (“District Lands”).

The District is authorized to charge the permit holders fees for this use. These fees can be found in the District-approved Fee Schedule (Attachment C).

Priority for reserving of District Lands depends on the classification of the user (Ordinance 8, Section 406). The District has four (4) classifications, with the District receiving priority over all other classifications.

- Class 0 - Pleasant Valley Recreation & Park District (Highest Priority)
- Class I - Community Service Organizations
- Class II - Resident Organization
- Class III - In-District Resident
- Class IV - Out-of-District or Non-Resident

The District recognizes eight (8) CSOs (all related to youth sports) who use various District fields and facilities to host seasonal leagues (practices, games, playoffs), camps, classes, showcases, and tournaments. The District views these CSOs as a vital partner as they provide a service the District may not be able to provide at the same levels of service. Benefits of being a CSO is priority in requesting fields and facilities and reduced rental rates.

The District’s CSOs host, on average, 26 two-day tournaments per year (52 tournament days per year) which bring out-of-town teams to use District fields and facilities. The tournaments listed below do not include end-of-season playoff.

Community Service Organization	Avg Number of Tournaments / Year	Est. Avg Teams / Tournament*
Camarillo Girls Softball Association (“CGSA”)	1	80
AYSO Region 68 (“AYSO”)	4	100
Eagles Soccer Club (“Eagles”)	4	100
Camarillo PONY Baseball (“CPBA”)	17	74

*The District does not currently receive post-tournament information which would include the number of participating teams in the tournaments.

The Camarillo Youth Basketball Association (“CYBA”), Camarillo Cougars Football (“Cougars”), Camarillo Cosmos Track Club (“Cosmos”), and Pleasant Valley Swim Team (“PVST”) do not host tournaments utilizing District fields and/or facilities.

The District has hosted non-CSO tournaments in the past, but those are few and far between and excluded from this analysis due to limited field and facility availability after the semi-annual field and facility allocation periods.

All items in this Policy shall adhere to the District’s Ordinance 8 (and any subsequent Ordinances), the General Use Policy, and any approved processes.

For the purpose of this Policy, the District considers Bob Kildee Community Park, Mission Oaks Park, Freedom Park, and Pleasant Valley Fields as “Sports Parks” able to handle tournament-level use.

ANALYSIS

This analysis will cover the operational and financial aspects for the following topics as it relates to tournaments at the Sports Parks:

1. Permitting process
2. Background on existing tournaments and role players
3. Current tournament model, revenues, and expenses

These topics will provide a comprehensive overview of the interconnected elements that will help in aiding discussion and direction.

1. Permitting Process

District staff consider this the “phone call to thank you card” approach as it is a managed process from the first phone call (requesting information about hosting a tournament) through the thank you card the District sends after a tournament or special event.

The overall tournament permitting process should look like this:

Step 1: Tournament calls/emails asking for availability/details on hosting a tournament.

Step 2: Upon receiving the call/email, the District will provide a “Tournament Packet,” including:

Availability Calendar for each Sports Park- this calendar includes all annual maintenance shutdowns, existing or traditional programming, etc. This document gives the tournament organizer all available dates to select from.

Tournament Request Application Form (Attachment D)- this form is designed to provide the District as much information as possible as to the size and scope of the tournament.

Tournament Policy- this document provides details and expectations to the organization and ensures the organization and District are working together from the start. This will include any relevant attachments (insurance requirements, forms, etc).

Tournament Fee Schedule- this provides the organization an overview on fees associated with requests. This will include the hourly rate for the specific field or facility, lights, staffing, or other special requests. It is important to note the Finance Committee will be reviewing and updating the District’s Fee Schedule.

Sports Parks Maps- these maps will include Sports Park address, directions to, individual field dimensions, field names or numbers, number of parking space, and ideal field layouts (if applicable). These will help the organization in completing the Tournament Request Application Form.

In terms of process, no additional action should be taken by District staff until the Tournament Request Application Form has been returned completed with signature.

To ensure the tournament organizer is serious in requesting fields and/or facilities, a refundable security deposit will be submitted as part of the submission. This security deposit is refunded in the event the District cannot support the request. The security deposit shall be applied to the overall tournament security deposit and refunded as the end of the tournament (assuming no extra expenses have been incurred).

Step 3: Once the Tournament Request Application Form has been returned completed with signature, District staff evaluate the request, including:

Applicant Information- information on the organization and individual who is requesting to use District Sports Parks for a tournament.

Tournament Information- information on the date(s), time(s), Sports Parks, estimated number of teams, tournament website, and proposed field layout.

Additional Information- miscellaneous information on the vendors, light requests, admission fees, electrical needs, portable restrooms, etc.

Processing Steps- this will include a condensed version of the “phone call to thank you card” process with deadlines for payment and document submission.

Reviewing the form allows District staff to make an informed decision and/or seek clarification from the organization on the request. If the requested field or facility and corresponding date(s) are available, District still will provide the organization a tournament estimate.

It is important to note District staff will maintain communication with the organizer throughout this process and what the next steps are.

Step 4: Once a decision has been made to proceed with permitting for a tournament, District staff will provide the Tournament Organization with an estimate of fees for the tournament. This will include:

Application Fee(s)- this fee covers the expense of receiving and reviewing the application. This fee is currently \$25.00 per application and applies to all rentals (or change to an existing application/permit). This fee is non-refundable.

Processing Fee(s)- this fee covers the expense of processing the application. This fee is currently \$100.00 per application and applies to all. This fee is non-refundable.

Facility Fees- these are the fees associated with the requested fields and/or facilities. This number changes based various factors (total hours, location, number of fields/facilities, etc) and any Sports Field lighting expenses.

Staffing Fee(s)- these are the fees associated with any staffing expense. This

Miscellaneous Fee(s)- these are the fees associated with any special requests, City of Camarillo fees, County of Ventura fees, etc.

These fees shall be compiled on one document and provided to the Tournament Organization with an associated schedule of payment. No permit shall be issued until 100% of the fees have been paid and required insurance (or other misc. documents) are in place.

Step 5: Once all fees have been paid and documents collected, the District shall issue a permit with the appropriate applicable information. This is the confirmation to the Tournament Organization that the tournament is approved.

As permit issuance may be up to 1-year in advance, it is important to note District staff will maintain communication with the organizer throughout this process to ensure tournament details have not changed. This is also an opportunity for District staff to relay any changes on field conditions or otherwise.

Step 6: District staff and the Tournament Organization will perform a pre-tournament walkthrough of the field or facility. This is completed before the Tournament Organization begins any pre-tournament prep work and allows the organization and the District to note and/or correct any issues found (trash in parking lots, graffiti, field damage, etc).

Step 7: Tournament day or weekend proceeds.

Step 8: District staff and the Tournament Organization will perform a post-tournament walkthrough of the field or facility. This is completed after the tournament is complete and allows the organization and the District to note and/or correct any issues found (trash in parking lots, graffiti, field damage, etc).

Step 9: Once the post-tournament walkthrough is complete and no issues have been found, the District will refund any security deposits held and begin the process for re-booking the tournament.

Step 10: District finalizes all paperwork and send a thank you card to the Tournament Organization.

This managed process is important as it keeps all parties informed on processes and next steps.

2. Background on Existing Tournaments and Role Players

The District has not traditionally required organizations that host tournaments provide post-tournament details outlining the number of teams, revenues, expenses, or other high-level information. Staff research indicates that:

- a. On average, anywhere from 75%-90% of the participants (those playing in or watching the tournament) do not reside within the boundaries of the District. These participating teams do not pay property taxes or assessment fees, nor register for programs but utilized taxpayer-funded fields and facilities.
- b. With 2-day tournaments, there is a high potential for teams staying overnight (one night minimum). Local hoteliers, Visit Camarillo, the Camarillo Chamber of Commerce, and the City of Camarillo all receive revenue (Transient Occupancy Tax, Sales Tax, general spending in the community) from this.
- c. The District does not receive any financial compensation aside from the annual CSO annual payment. For non-CSO tournaments, the District has charged the approved Fee Schedule rate, required staff to be present (at the Tournament Organization’s expense), and followed the process listed above.

Community Service Organization Annual Payment

Each year, the District’s CSOs contribute financially as part of their agreements. The amount has not changed significantly since 2010 and provide the CSO with field and facility space for practices, games, tournaments, camps, clinics, and at times, meeting space(s).

Community Service Organization	Annual Financial Payment
Camarillo Girls Softball Association (“CGSA”)	\$ 2,000.00
AYSO Region 68 (“AYSO”)	\$43,000.00
Eagles Soccer Club (“Eagles”)	\$30,000.00
Camarillo PONY Baseball (“CPBA”)	\$ -
Camarillo Youth Basketball Association (“CYBA”)	\$ -
Camarillo Cougars Football (“Cougars”)	\$ -
Camarillo Cosmos Track Club (“Cosmos”)	doesn’t use fields or facilities
Pleasant Valley Swim Team (“PVST”)	pays hourly rate

The CPBA provides in-kind maintenance estimated at \$70,000.00. PVST paid \$8,969 in hourly fees in FY18-19. The CYBA utilizes Pleasant Valley School District (“PVSD”) facilities as allowed in the Joint-Use Agreement between the District and PVSD; they also pay the associated fees (estimated at \$8,500.00 per year).

The annual contribution does not include Sports Field lights, which is an additional expense to the Organization.

It is important to note that the CSOs generate significant revenue from tournament registrations which go toward supporting overall league functions. This revenue helps offset league operating expenses and helps keep Camarillo resident's registration fees low.

3. Current Tournament Model, Revenues, and Expenses

As the District's expenses to maintain and operate fields and facilities continues to increase. The maintenance agreement for Pleasant Valley Fields alone increased by 17.31% from \$244,974 to \$287,400 between FY18-19 and FY19-20. The current tournament model does not allow the District to recover reasonable expenses or generate significant revenue to meet these increase expenses.

As CSOs are the primary Tournament Organizations who utilize District Sports Parks, special care is taken into consideration in the current process and any proposed changes. Again, this Policy is being developed to guide the permitting process and use of District Sports Park regardless of the Tournament Organization.

The following tournament-related items **are** included as part of the fees paid to host a tournament:

Field Use - this is the use of fields for the tournament

Facility/Building Use - this the use of any building at the site of the tournament

Tournament Staffing (Contractor) - this is the day-of staffing required to bag & haul trash, maintain restrooms, and address any emergency maintenance items.

For Pleasant Valley Fields specifically, the District contractor provides this service as part of the annual maintenance agreement with an estimated 832 total weekend hours (two personnel, 7:00am-3:30pm (8 hours), 52 tournament days).

Snack Bar - these are owned by the District but operated by CSOs. Tournament Organizations are authorized to request these be open and available during the tournament. 100% of fees are retained by the CSO managing the snack bar. There have been challenges with ensuring snack bars are open and available at every tournament.

Parking Revenue - if requested, Tournament Organizations have traditionally been authorized to collect and retain 100% of parking revenue from tournament participants. This can be as much as \$6,000 in revenue per tournament.

It is important to note the Finance Committee is reviewing a project related to Tournament Parking Revenue.

Gate Revenue - if requested, Tournament Organizations have traditionally been authorized to collect and retain 100% of gate revenue from tournament participants.

The following tournament-related items **are not** included as part of the fees paid to host a tournament:

Lights - this is the Sports Field lighting required to play during the evening hours. This is an hourly fee paid by the Tournament Organization.

Vendors - these are businesses and organizations who participate in the tournament. Traditionally, fees are paid to the Tournament Organization for participation. The District has begun to require vendors to have a permit to vend while on District property, maintain the current City of Camarillo and County of Ventura licenses, and provide applicable insurance.

Staffing Expenses (After Hours and Post-Tournament Cleanup) - as the District's contractor currently works 7:00am-3:30pm on tournament days, there is often additional hours required to maintain restrooms and trash ("after hours"). This is currently met one of two ways:

1. District staff get called to come address an issue
2. Contractor addresses issue the next morning

Over the last 18 months, the District has begun to charge Tournament Organizations for post-tournament cleanup. This equates to nearly \$3,000 in expenses the District has traditionally covered.

Tournament Policy Guidance and Next Steps

As the intent and scope for developing this Tournament Policy is creating a standardized process to ensure all tournaments are treated fairly and consistently, District staff have identified the next steps in this process and guidance needed.

Guidance and Discussion

1. Staffing Expenses

Currently, staffing fees (this would be the contractor in the current model) are included in the fees paid to host a tournament. These expenses are not recovered in the current model. This amount is estimated to be nearly \$35,000 in District expenses annually.

Estimated Contractor Hours	832
District Hourly Rate	\$42.00
Tournament Day Expense	\$34,994
Annual Tournaments	26
Staffing Expense/Tournament	\$1,346

It should be noted the District held a 5-day Western Nationals youth softball tournament in 2018 and required the Tournament Organization to pay for staffing to maintain each site (Mission Oaks Park and Pleasant Valley Fields) for each hour of use. This process kept District facilities clean and maintained throughout the entire tournament.

Discussion Topic and Guidance Requested: does the District reevaluate this model and require the Tournament Organization to cover this expense?

2. Snack Bar

Currently, Community Service Organizations operate District-owned snack bars at Pleasant Valley Fields (Eagles); Mission Oaks Park (CGSA); Freedom Park (CPBA); and Bob Kildee Community Park (CPBA). During tournaments, the snack bars may or may not be open based on who the Tournament Organization is and whether they want the snack bar open. In the latter instance, the Tournament Organization invite and charge a fee to food booths and/or food trucks, keeping the revenue from this.

Discussion Topic and Guidance Requested: does the District reevaluate this model and require the operator of the Snack Bar to provide this service AND require the Tournament Organization to use this service?

3. Parking Revenue

Finance Committee is reviewing a project related to Tournament Parking Revenue.

Discussion Topic and Guidance Requested: this item will be brought back at a future Policy Committee meeting.

4. Gate Admission Revenue

Currently, only one (1) tournament charges for gate admission (“entry fee”) for those entering the Sports Park. Is this practice something the District is comfortable continuing?

Discussion Topic and Guidance Requested: does the District reevaluate this model?

5. Vendors

Currently, Tournament Organizations invite and charge a fee to vendors (both food and non-food) to participate in the tournament, keeping the revenue from this. This is a common practice across all types of tournaments and special events. The District’s process is not clear whether these vendors are required to get a permit with the District to vendor. Additionally, current process required extra staff time in following up and requesting of documentation (business license, City of Camarillo permits, County of Ventura permits, etc) from the vendors who participate. Having clearly defined parameters and deadlines as part of this Policy would streamline processes and improve efficiencies.

Discussion Topic and Guidance Requested: does the District reevaluate this model?

6. Facility and Guest Safety

Currently, District fields and facilities are unlocked and open during normal business hours (dusk til dawn) and by reservation. Sometimes during Tournaments, pedestrian and vehicles gates are closed and/or locked. This can create a public safety issues should something happen.

Discussion Topic and Guidance Requested: does the District reevaluate this model and require pedestrian and vehicle gates to be open and unlocked during tournaments?

7. Restrooms and Trash Cans

Currently, Tournament Organizations contract with local providers to facilitate additional portable restrooms and trash containers for tournaments. The District’s General Use Policy requires the organizations to cover this expense. The General Use Policy does not direct the number of restrooms or trashcans required per number of guests. This is important as the number of guests at District facilities put a strain on existing restrooms and trashcans (to include the products utilized).

Does the District reevaluate this model and require the Tournament Organization to utilize any existing District agreements and processes, paying the applicable fees for this service?

Next Steps

1. Refinement of the Tournament Request Application Form
2. Continued refinement of the Tournament Policy
3. Discussions and input from Community Service Organizations

FISCAL IMPACT

There is no fiscal impact associated with this action at this time.

RECOMMENDATION

It is recommended that the Policy Committee review and provide guidance on the Tournament Policy.

ATTACHMENTS

- a. Pleasant Valley Recreation & Park District Ordinance 8
- b. Pleasant Valley Recreation & Park District General Use Policy
- c. Pleasant Valley Recreation & Park District Fee Schedule
- d. Tournament Request Application Form (2 pages)



**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:

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 facility, park 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.
- f. **“Article”** shall mean an article of this Ordinance unless some other Ordinance, policy, or statute is stipulated.
- g. **“Basic Date”** shall mean the date for use of specific areas of District lands based upon Section 503.
- h. **“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.

- i. **“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. **“Citee”** shall mean the person served with a civil penalty citation charging them as a responsible person for an Ordinance violation.
- k. **“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, and the Organization resides within the District boundaries. These activities are not part of the “District” programs/classes.
- l. **“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.
- m. **“District”** shall mean the Pleasant Valley Recreation and Park District and/or all land managed by Pleasant Valley Recreation and Park District.
- n. **“District Activities”** refer to District directed, sponsored programs or approved activities.
- o. **“District Community Service Groups”** shall mean resident organizations approved by the District’s Board of Directors that conduct organized activities and programs.
- p. **“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.
- r. **“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.
- s. **“Facility”** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.
- t. **“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.
- u. **“General Manager”** means the District’s chief administrative officer or his or her designee.

- v. **“Green Space”** community space consisting of land (such as parks) rather than buildings and use that is maintained for recreational enjoyment.
- w. **“In-District Resident / In-District Resident Group / In-District Public/ In-District General Public”** shall mean any person who resides within the boundaries of the District.
- x. **“Issuance Date”** shall mean the date when a citation is served on the Citee.
- y. **“Leash”** shall mean a lead on a dog of a length of six (6) feet or less.
- z. **“Major Impact”** shall apply when the nature of the activity or proposed use is found to (a) limit the use of the facility, (b) cause damage or nuisance to the neighbors, (c) require parking beyond capacity of the park, or (d) any use that is deemed extraordinary.
- aa. **“Organized Group”** a 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. **“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 dates of use, 3) a rental application requesting more than one field.
- cc. **“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. **“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. **“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 points 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, and offer active and passive 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.
- ff. **“Permit”** shall mean a permit for use of parks, equipment, 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.
- ii. **“Responsible Person”** shall mean a person who creates, causes, maintains, or allows an ordinance violation to exist or occur by their action or failure to act.
- jj. **“Section”** shall mean a section of this Ordinance unless some other statute or policy is specifically identified.
- 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.
- ll. **“Structure”** means anything constructed or erected which requires a location in or on the ground or which is attached to something having a location on or in the ground, such as signs, flagpoles, or similar appurtenances, including a building or a building’s architectural features and roof appurtenances required to operate and maintain the building, but not including fences or walls used as fences less than six feet (6') in height.
- mm. **“Trail”** shall mean any path 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.
- nn. **“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) 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) feet in width.

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

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 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 his or her designee. 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 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- 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, or buildings shall be filed by an adult 18 years of age or older. The park, field, or facility is reserved only when the completed Application is accepted and approved by the District office after all applicable fees are paid.

All applications for use shall comply with the District's General Use Policy for specific requirements for the application process. All applications must comply with the insurance requirements as set forth in General Use Policy.

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 four working days of the mailing of the representative's decision. The General Manager may hold a hearing within five working days of the filing of such appeal at which time the Applicant may present any and all evidence, testimony, and information relative to the application. The General Manager shall, within 72 hours of said appeal hearing, issue a decision either affirming or denying the 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 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 permit.

SECTION 112- LIABILITY

As part 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 own risk without liability on the part of the District for any injury to persons or property resulting therefrom.

These requirements may be waived by the General Manager, in his or her sole discretion, upon receipt of a written request for a waiver.

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 be required to pay additional fees. These 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.

SECTION 114- PERMIT

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

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- 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 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.
- c) Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.
- d) Exceptions to the provisions of this section shall be pre-approved by the General Manager.

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 118 – 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 for profit or not, 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.
- b. Anyone desiring to conduct business in any District park shall apply to the District for a permit to do so, on an application form prepared by the District.
- c. 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 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, 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, which insurance policy shall name the District as an additional insured and shall provide it cannot be canceled except after ten days' written notice to the District and proof of Worker's Compensation meeting the requirements of state law if applicable; and
8. Proof of application for all permits required by other public agencies such as County 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

Each application made under this section 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.

a. No permit shall be issued if it is found that the application does not 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. 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.

c. No permit shall be issued for more than one year from the date of issue. 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.

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 posted where the goods are sold.

b. The permittee or his/her employee or agent shall pick up and keep the location and surrounding area (at least 50 feet in each direction) of his or her use free from all litter and permittee shall provide, 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 stand or cart shall ever be left unattended, and each cart or stand shall be removed from its location each night between dusk and 7:00 am.

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

The General Manager 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 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.

PARK ACCESS DURING PERMITTED ACTIVITY

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.

SECTION 119- 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 vehicles shall be operated on District Lands only on designated roadways.
- b. 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.
- c. Without written permission of the General Manager vehicles shall not be parked on District property except within designated parking lot areas or within designated markings.
- 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, 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 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.
 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 (18) consecutive hours without a valid permit.
- 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. No vehicle maintenance may be performed on District property except for minor 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. Disabled Persons Parking Zones
 - k. No Organized Group or person shall inhibit accessor 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

It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license plate defined by the California State Vehicle Code to stop or park a vehicle in a parking zone identified as reserved for disabled or handicapped persons. 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 a wheelchair printed within the stall or space as well as a sign with the same type of marking on it.

SECTION 203- RIGHT OF APPEAL

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

SECTION 204- 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- 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- HUNTING

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

SECTION 207- 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- 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- 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- 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- MODEL CRAFT

No person shall operate any motor 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.

SECTION 212- AIRCRAFT/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.

SECTION 213- OVERNIGHT CAMPING

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.

- b. 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.
- c. House trailers, campers, or motor homes may not be used for overnight sleeping purposes on any District property, 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.

- e. Camping is only permitted for District-hosted events with approval by the General Manager.

SECTION 214- 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.

SECTION 215- 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 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 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 space or open space other than between those hours. Hours of use may vary due to maintenance, construction, watering, 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 duties or unless specifically authorized by the General Manager.

- 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 may be impounded by Animal Control 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.
- 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 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.
- h. Specific provisions of this section may be modified in specific instances with written permission of the General Manager.

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), 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 512. 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. 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- 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 225- FIRES AND BARBEQUES IN DISTRICT PARKS

Open fires and use of barbeques on District Lands space areas are prohibited except in designated areas. Briquettes are the only combustible material authorized for barbecue or

brazier use. Wood fires are not permissible. 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 the fire district, all reservations shall be cancelled and affected areas closed to the public.

SECTION 226- 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.

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 CLOSURE

The General Manager 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 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

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.

SECTION 231- 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 provided that such use does not interfere with District operations.

SECTION 232- 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, specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such an authorization.

SECTION 233- 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, portable restroom, or other structure screened from public view.

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

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 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.

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 235- 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 unless otherwise posted. The Dog Parks may be closed at the discretion of the General Manager.
- b. The Dog Park may be closed periodically during the year for special events and maintenance as needed.
- c. Enter at your own risk. Adults and children assume all risks associated with the off-leash Dog Park. No children under 16 are allowed without adult supervision. Small 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 dog that is sick, in heat, vicious, aggressive or has previously bitten any person is permitted in the off-leash area.
- e. Dogs are to be kept on a leash with a leash length not exceeding 6' 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 the park.
- 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. Failure to closely supervise dogs may result in the dog being banned for an appropriate period of time, as determined in the General Manager's sole discretion.
- j. Owners must clean up after their pets. If you see someone who forgets to clean up, please remind him/her to help keep the park clean.
- k. **AGGRESSIVE DOGS** must be removed from the Dog Park area **IMMEDIATELY WITHOUT DEBATE**. You are responsible for your actions and those of your dog. Aggressive dogs may be banned 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 the District to pose a threat to dogs or people by virtue of a single incident or history of unprovoked acts of aggression against people or animals. Violation of these provisions is an infraction.

- l. No air horns or bullhorns are allowed.
- m. No food of any kind is allowed inside the Dog Park, including people food.
- n. Three dogs per dog owner is the maximum allowed inside the Dog Park. 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.
- 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 a 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.

SECTION 236- 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- TENNIS COURTS

No person shall engage in any activity on tennis courts owned or operated by the District other than the playing of tennis 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.

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 vehicle 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 to the general public 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 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. 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. Smoking of tobacco and marijuana is prohibited on all District Lands.

SECTION 306- GROUP USE

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

SECTION 307- OFF TRAILS

Unauthorized travel off designated trails is prohibited.

SECTION 308- CLOSURE/TRESPASS

Any and all open space areas are subject to closure when deemed necessary by the General Manager (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:

- a. Bicycles must stay on designated bike paths and roadways.
- b. 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.
- c. 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.
- d. 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.
- e. All state and local regulations regarding helmet use, for minors or adults, shall be followed.

SECTION 310- VEHICLES

No vehicle may be operated or parked on any open space lands except where specifically permitted unless authorized by the District for such use.

SECTION 311- 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 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

Facility usage may be granted for a maximum period of six months. Requests for facility usage exceeding six months require the General Manager's 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 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 p.m. with a permit. Exceptions are subject to General Manager for approval.

SECTION 405- RENTAL PERIODS

Minimum building rental periods are two or four-hour increments depending on 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 will be based on an hourly rate. Exceptions are subject to General Manager 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. 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 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.

SECTION 411- USE OF RESERVABLE ATHLETIC FIELDS

Certain athletic fields may be reserved for 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 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., or as determined by the General Manager, 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.
- b. Private instruction for personal gain is expressly prohibited.
- c. Organized instruction is permitted only for classes/instruction/clinics approved by the District.

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 organized group.

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 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.

ARTICLE V

FEES AND DEPOSITS

SECTION 501- PURPOSE

Fees and charges may be levied to offset District expenses incurred in providing services.

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.

SECTION 503- BASIC RATE

Building

During normal hours of operation of facilities as defined in Section 404, 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, 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.
- c. 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. 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, etc.

- e. Cleaning of the area following the event.

Picnic Areas

During normal hours of operation as set forth in the District's General Use Policy, 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, and barbecues etc. are not permitted without approval by the General Manager.

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.

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%)

- a. In-District Resident
- b. Individuals, groups, and organizations that hold private functions
- c. Any individual or group reserving Fridays and Saturdays

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

- a. Out of District
- 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:

- a. When extraordinary use requires field renovation or rehabilitation.
- b. All non-residents will pay a 25% additional fee.

- c. An additional fee is required when alcohol will be served or sold at a function.
- d. Additional administrative fees may be charged on all applicant-initiated changes, including cancellations.
- e. 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. When a facility is not normally open and recreation staff or custodian is required to be on duty, additional fees accrue. The minimum hourly coverage for custodian is two hours.
- g. When recreation staff is needed for facility control, additional fees accrue.
- h. When ball field lights or other special equipment are required, additional fees accrue.
- i. When facility damage and/or liability insurance fees are required, additional fees accrue.
- j. Outdoor facilities including picnic shelters and sporting facilities may be subject to additional fees required for dumpsters and portable toilets to accommodate groups of people that exceed a facility's maximum occupancy.
- k. 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
REFUND POLICY**

The application fee is non-refundable. Cancellations must be made through the District office no later than 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 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".

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 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 will perform setup and breakdown unless otherwise stated in the application. Basic cleanup, including placing all trash in bins provided, will be the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of 15 business days prior to the event date 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. 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, 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.

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 procedures. 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.

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 5 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 5 days in advance. 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 with approval by the Board of Directors may establish parking fees. The General Manager 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.

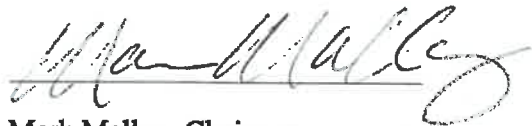
SECTION 602—EFFECTIVE DATE

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 3rd day of January, 2018.



Mark Malloy, Chairman

Board of Directors

ATTEST:



Elaine Magner, Secretary

Board of Directors



PLEASANT VALLEY RECREATION & PARK DISTRICT

GENERAL USE POLICY Board Approved December 5, 2019

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

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

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

The District works to ensure that the programs and facilities offered meet the needs of the community and that access to them is as economically feasible as possible. Fees are used to offset public expenses to operate, maintain, supervise and administer the use of the parks, recreation facilities and pavilions. These policies and procedures are designed to facilitate the safe, efficient and equitable use of District facilities.

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

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

The rules and regulations laid out in this section apply to all parks and facilities. Items specific to athletic facilities can be found in Section II. ATHLETIC FACILITIES.

The District's reservable facilities, parks, picnic areas, and tennis courts may be made available for use by any individual, organization, or group subject to the issuance of a permit and the payment of appropriate fees and deposits. A permit must be issued for the use of any facility, park, picnic area and organized tennis events for pre-advertised assemblies or by groups consisting of 25 people or more for picnic areas/green space usage. All applications for use of any facility, park, and picnic area or tennis court must be signed by an



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adult over 18 years of age; however, when alcohol is present an application must be signed by an adult 21 years or older who shall agree to be responsible for said use. Individuals, organizations, or groups under 25 may use any designated reservable facility, park, picnic area, or tennis court on an as available basis; however, such group must vacate the premises at the time a permit group arrives.

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

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

District personnel will open and close the facility, park, and picnic area and tennis courts and, when required, monitor the use of the grounds.

A. APPLICATION FOR USE AND SCHEDULING

The General Manager or designee is authorized to grant or deny all applications for use of District Lands, parks, or buildings. All rental applications for use of a District facility, park, picnic area or tennis court shall be filed and signed by an adult over 18 years of age; however, when alcohol is present an application must be signed by an adult 21 years or older. Applications and registrations will be accepted up to the day prior the desired use date except for weekend facility reservations. Applications for weekend reservations of District facilities must be submitted prior to 12 PM the THURSDAY before the desired date. Applications made after these deadlines will not be processed. Late fees may apply for any application for services within seven days of the desired date. The rental location is reserved only when the completed Application is accepted and approved by the District office, applicable insurance documentation is provided, and applicable fees and deposits are paid. The signed rental application for a permit shall include, but not be limited to, the following information:



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

B. PAYMENTS AND DEPOSITS

- i. A reservation payment must be made upon submittal of the rental application. For applications made more than thirty (30) days in advance, payment consists of 50% of the total rental fees with the remaining 50% due thirty (30) days prior to the reserved date. For applications made within thirty (30) days of the reserved date, fees are due in full upon submission of the application. Initial payment will secure the facility for the desired date pending the payment of all remaining applicable fees.
- ii. Total rental fees include the rental rate, non-refundable application fee, refundable cleaning/security deposit, and if applicable insurances, vendor and/or security guard charges. The refundable cleaning/security deposit is designed to ensure that the applicant leaves the facility in a clean and usable condition. If, at the conclusion of the activity the facility is not clean and usable, the District will retain the cleaning deposit.
- iii. Deposits and fees may be paid via cash, debit, check, or credit card. Personal checks will not be accepted within ten (10) days of the desired reservation date.
- iv. Deposits are due and payable along with all other fees and charges at the time of the application. No application will be executed for a period greater than six months in advance of the event date without approval by the General Manager or designee. For District policy regarding refunds please refer to section K. REFUNDS AND CANCELLATIONS.



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C. BOUNCE HOUSES, JUMPERS AND OTHER VENDORS

- i. In order to provide a safe and enjoyable experience, the District has established certain criteria for apparatus used in the park system. Specifically, the following identifies both permitted and prohibited apparatus:
 - a. Must use vendor from District approved Bounce House/Inflatable Vendor list.
 - b. A reservation permit with PVRPD (if group size is under 25, picnic shelter isn't needed, and there is no alcohol, renter may be able to obtain a permit for a nominal fee, provided there is availability).
 - c. Bounce houses/inflatable jumpers may be located only in easily accessible areas. Bounce House/Inflatable Vendors cannot drive on park turf to deliver the bounce house/inflatable.
 - d. Insurance certificate must include the date of use, location of event, limits of liability, Pleasant Valley Recreation & Park District named insured, and must cover the entire event.
 - e. Bounce houses/inflatables are limited to 20' x 20' in size, without water features, and must be powered by a vendor supplied generator under 5KW. The District does not provide electricity or generators. Generators may NOT be fueled and/or refueled on District property.
 - f. All bounce houses/inflatables must be attended at all times.
 - g. Inflatables utilizing water, such as water slides, are PROHIBITED in all District parks.
 - h. The following items are prohibited, unless permitted in advance by the General Manager or designee:
 - i. "Sumo Wrestling" and/or "Jousting"
 - ii. Laser Tag
 - iii. "Rock Climbing Walls"
 - iv. Inflatable "Mechanical Bulls"
 - v. Inflatable "Hamster Balls"
 - vi. Inflatable Water Features, Dunk Tanks and/or Pools
 - vii. Petting Zoos
 - viii. Game Truck/Games on wheels (requires additional approvals)
 - ix. Concession (require additional approvals)

D. DENIAL OF RENTAL APPLICATION

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

- i. When District Lands with the required capacity for the proposed activity is not available.



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- ii. Refusal of an applicant to agree in writing to conditions of the permit.
- iii. Failure of an applicant to file an application in sufficient time for review and processing. For facility reservations during the week, the District must receive the Application, applicable cleaning/security deposit, rental fees, and permits at least one (1) day in advance. For facility reservations for the weekend, the District must receive the Agreement, applicable cleaning/security deposit, rental fees, and permits prior to 12PM the Thursday preceding the reserved date. Failure to comply with the deadline date may render the contract null and void.
- iv. The requirement of an excessive number of personnel as determined by the General Manager or designee to properly police the activity and protect other users of the facility or area due to the size or nature of the proposed activity.
- v. The filing of more than one application for the same facility at the same time. Under these circumstances, the General Manager or designee will consider the application and the schedule of priority classification.
- vi. When usage of facility may damage, destroy, or detract from the District property and/or cause harm, injury, discomfort, or displeasure to other persons in or near the park.
- vii. When false or misleading information is provided.

E. PERMITS

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

F. RENTAL PERIODS

Rental periods are based on a two-hour or four-hour minimum for facility rentals (i.e. picnic areas, buildings and classrooms). Refer to approved current Fee Schedule for details. Tennis court rental periods are based on a minimum of two-hour increments. 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 will be based on an hourly rate.

G. HOURS

All parks, recreation areas, and open space areas within the District boundaries will be available to the general public from dawn to dusk or hours as otherwise posted except with the permission of the General Manager or designee.



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Dog park facility hours of operation are:

- a.) *Camarillo Grove Park*- Open daily from 7:00 a.m. to dusk. Entire park is off-leash Monday - Friday. Saturday & Sunday, dogs are allowed off-leash only in the designated dog park area and on the trails from 7:00 a.m. until 10 a.m.
- b.) *Mission Oaks Park Off-Leash Area*- Open daily from 4 p.m. to dusk. Saturday & Sunday, dawn until dusk.
- c.) *Springville Dog Park*- Open daily 7 a.m. to dusk. Closed Friday mornings until 10:00 a.m. for lawn maintenance.

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

H. PRIORITY OF USE AND FEE CHARGES

Use of District Lands 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 and fee charges in accordance with the District Fee Schedule shall be as follows:

- i. Class 0 – District Activities
- ii. Class 1 – Community Service Organizations: Fees are subject to the individual group's Memorandum of Understanding (MOU) with the District.
- iii. Class 2 - Resident Organization- Local school districts, governmental agencies and non-profit organizations.
- iv. Class 3 – In-District Resident- This includes in-District residents, groups, and organizations that hold private functions. Also includes any event held on Friday and Saturday.
- v. Class 4 – Out of District or Non-Resident- Includes non-resident/out of District individuals, groups, and organizations.

I. FEES

- i. Basic Rate - Application fees will be charged in accordance with the Board approved Fee Schedule.
 - a. Indoor Facility - During normal business hours of operation, rates will include rooms, chairs, and tables, single setup and cleanup.
 - i. Beyond the basic services, additional fees will be required for security staffing, additional custodial service and other services requested by permittee, or identified by staff in advance of permittee use.



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- ii. For rentals outside of normal business hours of operation, additional fees will be assessed for staffing required beyond the posted curfew and on holidays.

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

J. ADDITIONAL CHARGES OVER BASIC RATE

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

- i. All non-residents will pay a 25% additional fee.
- ii. For reservations requiring additional fees made further than thirty (30) days in advance, full payment is due 30 days prior to the reserved date.
- iii. When alcohol is served or sold at a function.
- iv. On all applicant-initiated changes, including cancellations.
- v. To cover the cost of security guards for certain events or functions. The District will arrange with an approved vendor.
- vi. When a facility is not normally open and District staff is required to be on duty.
- vii. When District staff is needed for facility control.
- viii. When facility damage and/or liability insurance fees are required.
- ix. To cover the cost of dumpsters, portable toilets, other additional equipment and/or resources to accommodate the rental.

The determination of requirements for additional personnel and associated charges shall be made by the General Manager or designee.

K. REFUNDS AND CANCELLATIONS

Facility Refunds - The rental reservation is only complete when the application is accepted and approved by the District office and all applicable deposits and fees are paid. Cancellations must be made through the District office no later than thirty (30) days prior to the use date to qualify for any refund of paid fees. Refunds and Cancellations will be processed under the following guidelines:



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- i. The Application fee is non-refundable.
- ii. Reservations of outdoor facilities made less than thirty (30) days in advance are only eligible for a refund of the cleaning/security deposit.
- iii. If a reservation is cancelled sixty-one (61) or more days prior to event date, customer will receive a full refund minus the application fee.
- iv. If the reservation is cancelled between thirty (30) and sixty (60) days prior to event date, customer will receive refund of any cleaning/security deposit paid and 50% refund of all other fees paid (excluding application fee).
 - a. In lieu of a full or partial refund, the payments made for a cancelled event can be transferred one time to a future event to be held within six months. An additional \$25 non-refundable administrative fee will be charged. Additional fees may apply depending on venue. Refer to current approved Fee Schedule for facility fees.
- v. If the reservation is cancelled twenty-nine (29) or less days prior to the reserved date the customer will receive a refund for the cleaning/security deposit only.
- vi. If a reservation is paid through a credit card, any refund will be issued to the same credit card within seven (7) business days following the event.
- vii. If a reservation is paid by check or cash, a refund by check will be processed within fifteen (15) business days following the event.
- viii. No refunds will be given for inclement weather, however, if the District office is notified at least prior to 12 PM on the Thursday preceding reserved date, the reservation may be transferred to an available like facility without penalty. Additional fees may apply depending on the selected venue for transfer.
- ix. No personal checks will be accepted within ten (10) days of the desired date.
- x. All fees, including the Application fee, will be refunded in the event of a District initiated cancellation.
- xi. NSF charges will apply for returned checks.

Class Refunds - If withdrawal/transfer from a program/class is made 5 business days prior to the start of a class there will be a full refund less a \$10 administrative fee. If withdrawal is made less than 5 business days before the first day of the program, there will be no refund issued. Registrants failing to be present for the program will forfeit all fees paid. No refund will be issued for programs and activities where the registration cost is \$10 or less.



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L. ALCOHOL INSURANCE

Events with alcohol for consumption will require the purchase of alcohol insurance at the time the permit is approved.

M. SETUP

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

N. DECORATIONS

When decorations are to be used, the user shall obtain prior approval from the District's designee. No duct tape, tacks, nails or glue are allowed on any walls, columns, or counter or floor surface. Use of blue painters tape is allowed, with full removal at the end of the event. Use of lighted candles or any other open or enclosed flame is prohibited. No confetti, rice or glitter is allowed.

O. SECURITY

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

- i. If the type of event and/or anticipated attendance places a major impact on the facility.
- ii. When alcohol is being served, sold, or consumed.
- iii. When additional precautions are deemed necessary due to the nature of the event.
- iv. The District will determine the total number of security guards required (typically 1 guard for every 50 people).

P. DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, turf, grounds, fixtures, furniture, or appurtenances shall be required to reimburse the District for



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all costs involved to clean, repair, restore, or replace the building, grounds, fixtures, furniture, or appurtenances to the original conditions. The individual and/or group may be removed and/or banned from future use of facilities.

Q. EXTENDED USAGE

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

R. ALCOHOLIC BEVERAGES

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

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

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

II. ATHLETIC FACILITIES

Certain athletic fields must be reserved for use by persons or groups consisting of 5 people or more. The District reserves the right to determine the appropriate facility for the requested activity based on the nature and size of the activity. All applications for use of any athletic facility must be signed by an adult over 18 years of age; however, when alcohol is present an application must be signed by an adult 21 years or older who shall agree to be



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responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a District or Community Service Organization sponsored event taking place or a prior reservation at the same time and place. All requests must be reviewed and approved by the District staff. No use permit will be granted for any reservable field before 6:00 a.m. or as determined by the General Manager or designee, or beyond sunset unless the field has appropriate lighting. Lights can be utilized up to 10 p.m. (with prior permit approval and payment).

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

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

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

- i. Use of the athletic fields and supporting structures.
- ii. Use of onsite restrooms.
- iii. Basic turf management such as watering, mowing, and edging fields.
- iv. Staffing costs

Basic rates do not include:

- i. Diamond preparation and ball field lining.
- ii. Lighting.
- iii. Removal or installation of athletic field equipment (bases, pitcher's mound, goals etc.) and special location of base anchors, goals, bleachers, or other equipment.
- iv. Sporting equipment such as balls, nets, gloves, etc.
- v. Cleaning of the area following the event.



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A. ADDITIONAL CHARGES OVER BASIC RATE FOR ATHLETIC FACILITIES

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

- i. When extraordinary use requires facility renovation or rehabilitation.
- ii. When ball field lights or other special equipment are required.
- iii. When portable toilets, garbage dumpsters and/or any additional equipment, cleaning materials and/or staffing is required to facilitate the reservation.

B. ATHLETIC FACILITY HOURS OF OPERATION

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

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

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

III. NON-PROFIT RENTAL USE

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

The following criteria for District based Charitable, Social Welfare and Veterans' Organizations to receive Class 2 reservations are in effect:

- i. Organization must provide:
 - a. Proof of current non-profit status, i.e. IRS Letter of Determination of 501(c) (3) or 501(c) (19) status.
 - b. Complete rental application
 - c. Proof of organization residing within the Pleasant Valley Recreation & Park District boundaries.
 - d. Proof of organization's establishment within the Community for at least 12 consecutive months.

Furthermore:

- ii. Full-fees apply for all fundraising events.
- iii. There is no non-profit rate for fees for special services, lighting, or staffing.



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- iv. Class 2 rental rates are ONLY available Sunday – Thursday.

IV. COMMUNITY SERVICE ORGANIZATIONS

Community Service Organizations: Community Service Organizations are groups whose memberships are open to the public, whose primary purpose is to serve the needs of the Pleasant Valley Recreation & Park District community as designated by the District Board. Community Service Organizations must be based within the Pleasant Valley Recreation & Park District boundaries. Approved Community Service Organizations shall enter into a Memorandum of Understanding with the District which shall govern the Organization's relationship with the District. To receive the benefits afforded by this classification, Community Service Organizations shall submit on an annual basis an organizational file to be approved by the District Board of Directors which shall include a report on Organization business and financial condition.

V. FILMING

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

- A. Completion of a commercial filming application and compliance with its contents. Requests may be received by letter, telephone, or in person at the District's Administration office.
- B. A certificate of insurance is required naming the Pleasant Valley Recreation & Park District as an additional insured and must include an endorsement page, and must contain a 30-day cancellation clause, and insured on the day or days of filming with the limits as required for District liability and property liability, which must be on file with the District prior to approval of the permit.
- C. The General Manager or designee shall assess a fee for the use of public property for commercial purposes. This fee will be reviewed annually.
- D. The applicant shall obtain all necessary permits to film and provide all personnel and services necessary to the satisfaction of the District for crowd control, traffic control, fire control, maintenance, and any other situations that attract potential hazards due to the presence of the filming production. Any District personnel services provided shall be compensated to the District at an hourly rate designated by the General Manager or designee. The appropriate fee will be established to cover all costs incurred by the District. At the time of permit issuance, an estimate of such fees will be given the applicant.



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- E. Use of specialized equipment such as trailers, cranes, pyrotechnics etc. must be disclosed and approved with the application prior by the General Manager or designee.
- F. The applicant shall be responsible for complete replacement, refurbishing, or payment to the District for any negative impact incurred, including any damaged, destroyed, or otherwise disturbed furnishings, turf, facility, or property during the time of the filming for which the permit applies.
- G. The applicant is responsible for any other required permits.

VI. SALES, SOLICITATION AND UNLAWFUL ADVERTISING

It is unlawful to post, place, erect, or leave posted, placed or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any District building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception is upon a bulletin board or such place especially designated and provided for such purposes, which approval shall be given only if the General Manager determines that it would be affirmatively in the public interest to allow the use of public property for such purposes.

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

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

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



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VII. NON-DISCRIMINATION

No organization or person will be discriminated against based on belief or affiliation, religion, age, ethnicity, native origin, medical condition, physical or mental disability, gender, gender orientation or marital status. Any person or organization entering into a rental agreement with the District is required to comply with this non-discrimination policy. Any person or organization entering into a rental agreement with the District will be required to execute a statement agreeing to indemnify and hold harmless the Pleasant Valley Recreation & Park District, its Board of Directors, and the officers, agents and employees of these agencies for any failure to comply with this non-discrimination policy.

VIII. VIOLATION OF PERMIT

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

IX. RIGHT OF APPEAL

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

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

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



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X. AUTHORIZED USE OF DISTRICT LOGO AND/OR NAME

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

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



PLEASANT VALLEY RECREATION & PARK DISTRICT

GENERAL USE EXHIBIT #1 LIABILITY INSURANCE AND INSURANCE REQUIREMENTS

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

A. LIABILITY INSURANCE

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

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

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

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



PLEASANT VALLEY RECREATION & PARK DISTRICT

GENERAL USE EXHIBIT #1 LIABILITY INSURANCE AND INSURANCE REQUIREMENTS

- iii. Caterers and vendors are required to provide the same insurance coverage to the District.

B. REQUIRED INSURANCE

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

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

The following groups and organizations must provide insurance for use of "District" facilities, regardless of type of event(s):

- i. Sports leagues using "District" facilities for regular play
- ii. All Sport Organizations
- iii. Private Instruction (i.e. Personal Training, Dog Obedience Class, Clinics)
- iv. Bounce House/Entertainment Attractions
- v. All Runs/Walks/Cycling/Parades/Events
- vi. All Vendors
- vii. Special Events
- viii. Events with more than 300 attendees, whether the event is private or open to the public.



TOURNAMENT REQUEST APPLICATION FORM

Submit to: Pleasant Valley Recreation & Park District
1605 E. Burnley Street Camarillo, CA 93010

FOR OFFICE USE ONLY

Date Received: _____ Payment Amount: _____ Receipt #: _____ Final Permit Receipt Sent:
 Space #: _____ Office Notes: _____ Cash/Ck #: _____

Applicant Information

Please complete all information below, write N/A where appropriate.

Organization Name: _____		
Tournament Director: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Email: _____	Phone: _____	
Alternate Contact: _____	Alt. Phone: _____	

Required Information

TOURNAMENT INFORMATION

Name of Tournament: _____		Type of Tournament (Sport): _____	
Tournament Date(s) Requested: (include any prep, opening/closing ceremonies, and cleanup days)		1 st Choice: _____	
		2 nd Choice: _____	
		3 rd Choice: _____	
Estimated Number of Participating Teams: _____		Tournament Website: _____	
Requested Sports Park (check all that apply):	<input type="checkbox"/> Pleasant Valley Fields	<input type="checkbox"/> Mission Oaks Park	<input type="checkbox"/> Freedom Park <input type="checkbox"/> Bob Kildee Community Park

A detailed field or facility lay-out for each Sports Park requested is required.

ADDITIONAL QUESTIONS

<input type="checkbox"/> Yes <input type="checkbox"/> No	Does this event involve entertainment or opening/closing ceremonies?
If YES, please describe: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does this event involve a charge for admission? If YES, what is the admission fee? _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will items/services be sold or given away at this event? If YES, how many vendors? _____

If YES, please describe:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will organization need help with field lining, water for infields, restroom supplies or other support from the District?
If YES, please describe:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does this event involve any spectator or vendor canopies/tents? Please indicate location(s) on field layout map.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will this event need extra fencing ("home run fences", crowd control, etc) on the fields?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your event require electricity?
If YES, please describe:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your event require extra trash receptacles? If YES, how many? _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will any banners be hung for this event? If YES, how many? _____
If YES, please describe:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does this event involve inflatable attractions? If YES, How many? _____ Please indicate location(s) on field layout map.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be bringing portable restrooms? If YES, How many? _____ Please indicate location(s) on field layout map.

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