



## PLEASANT VALLEY RECREATION & PARK DISTRICT

### SPECIAL EVENT POLICY

BOARD APPROVED JUNE 5, 2024

#### Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, the Aquatic Center, Senior Center, and other facilities, to organizations and the public for sports, cultural, social, and recreational activities, and programs. The District may charge to recover public costs to operate, maintain, supervise, and administer the use of parks and District facilities per the General Use Policy.

The District will monitor proper use of allocations and permits with priority given in the following order: District Programming, Community Service Organizations, resident organizations, in-District residents, and all other requests.

This policy does not cover the use of facilities for sports tournaments or filming.

#### Purpose

The purpose of this policy is to differentiate special events from facility rentals and to outline all requirements associated, including items requiring board approval.

Prior to reserving District property for an event, District staff will review the Special Events Policy and refer to the Special Event Designation to determine if requests are special events or facility reservations. Once a request is deemed a Special Event, Staff and the Customer will follow the process outlined in : External Special Events Reservation Process.

#### Definition of Terms

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

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

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

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

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

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

**District Staff** – shall refer to any District employee currently employed by the District.

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

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

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

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

**Probationary Period** - shall include the first year of a new special external event: major changes include but are not limited to changes in the event contexts, requiring further staff review

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

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

**Special Event** – an organized congregation of people with the intention to participate in shared activities contingent upon size, type, and context restrictions. Special Event status is determined by District staff based on qualifications.

## Special Event Designation

A special event is a public or private event, that may include the use of streets, sidewalks, alleys, parking areas, parks or facilities beyond the normal pattern of use, exceeds overall facility capacity, or requires an external entity application or permit, and/or requires District staffing. Examples of special events include, but are not limited to festivals, parades, and concerts. Additionally, any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a **minimum of 120** days in advance of the proposed event.

### Special Event Qualifications:

- Closure of roads, use of public streets, transportation planning, extra parking, and/or Parking lot usage for something other than parking
  - Requires additional external agency permit(s)
- Use of fencing , stages, barricades, booths, or other structures
- Use of any equipment, rental, or vendor type with an increased potential to cause damage
  - Examples include but are not limited to: amusement rides, large scale carnival games, and or petting zoos
- Overall attendance that will exceed the facility capacity throughout duration of the event.
- Amplified sound (specific locations only)
- Security guards are required if:
  - Alcohol is present (one (1) security guard per fifty (50) guests)  
If alcohol is being **sold**, an ABC license is required
- Anytime an External Entity Permit is required.
  - Examples include but are not limited to: City Permit for street use, County permit for MFF/TFF vendors, or Fire Permit for Safety Plans

### Permit Applications Requiring Board Approval

- Please note that all items below will require application submission 120 days before proposed event
- Use of facility space for something other than intended use. (*Sports complexes may not be used for anything other than playing sports*).
- Event requires VCFD permit due to the attendance level, structures or other event contexts
- Increased potential for facility/turf damage due to event qualifications, attendance level or type of activity throughout the duration of the event.
  - Unique or unusual elements Examples include but are not limited to: Fire dancers, contortionists, aerial artists, etc.

## External Special Events Reservation Process

Reservations designated as special events must complete a permit application and adhere to the District's Special External Events Reservation Process. Permit applications can be found online on our website at [www.pvrpd.org/reservations](http://www.pvrpd.org/reservations). Applications can be submitted in-person to the District Administrative Office at 1605 E. Burnley Street, or by email at [csr@pvrpd.org](mailto:csr@pvrpd.org). Incomplete applications will not be accepted by the District.

Required items to be submitted with the Permit Application request:

1. A completed District Permit application along with a signed waiver page.
2. Evidence of insurance coverage documents for the duration of the event as specified in the District Liability Insurance Requirements.
  - a. Such insurance shall name the District, its officers, employees, agents, and volunteers as additional insureds.
  - b. Liability policies must not contain any coverage exclusions for losses that may arise out of the sale, possession, or consumption of alcohol.
3. IF an external entity permit is required, proof of permit must be provided prior to issuance of a District Permit.
4. Scheduled application review meeting and site walkthrough with District Staff (phone or in-person) within fourteen (14) days of all documents being submitted correctly
  - a. Site Map(s) and Emergency Action Plan (EAP) for the event in question. Customer may choose from the available site map templates or create their own with District staff (must adhere to fire safety guidelines.)
5. A copy of the customer's IRS Letter of Determination, 501c3 (if applicable).
6. Application fee, special event fee, refundable security deposit, and 50% of fees per the General Use policy (per event request, an event series qualifies as one request).

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

The District recognizes that there may be conflicts for space and time that arise from this process.

Conflicts on many location/day/time will be prioritized utilizing the following methods, in order:

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

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

## Fees

Event fees will be determined by the approved District Fee Schedule. Initial payment for facilities reserved as part of a Special Event application are to be paid prior to the issuance of a facility permit. The District reserves the right to cancel the facility permit in question should the customer fail to make subsequent payments toward the facility fees invoice. Special Event applications submitted outside of the 45-day minimum advance notice period will be evaluated on a case-by-case basis for feasibility of accommodation at the discretion of District staff.

### Staffing Costs

- Customers will be subject to District staffing costs as it pertains to the event.
- District Staffing will be required for events during the first occurrence of the event (probationary period).
- All new and repeating events during probationary period may be subject to District Staffing.
- If there are no issues or major changes to the event, the probationary period will be removed after the completion of the event.
- Note: at any time, or for any reason, the probationary period may be extended at the discretion of the District.

## Special Event Policy Violations

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

The District reserves the right to skip steps in this process at their discretion as appropriate.

All customer violations will be recorded by the District Staff. Any violation(s) could result in an extended probationary period and or refusal of future permits.

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

Violation examples include but are not limited to:

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

9. Intentionally misleading SEM as to the likely attendance of the event resulting in major attendance discrepancies.
10. Intentionally leaving trash, damaging District property, or vandalizing District property.

## Permit Cancellation

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

Special Event Permits cancelled by the customer more than ninety (90) days prior to the permitted use will be refunded in full minus the non-refundable application fee. Cancellations less than ninety (90) and greater than sixty (60) days prior to permitted use will be refunded at the rate of fifty (50) percent of all fees paid minus the non-refundable application fee. Cancellations less than 60 days prior to the permitted use will be eligible for a refund of the paid security cleaning deposit only.

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

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

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

## Appeals

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

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