

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

**POLICY COMMITTEE  
AGENDA**

**Thursday, August 25, 2022  
2:30 P.M.**

Please Note: In keeping in alignment with current orders from the Ventura County Health Officer, face coverings are not required but are welcomed and encouraged in indoor public settings and businesses. PVRPD thanks you for your cooperation and understanding.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. TURF POLICY**
- 5. ORDINANCE 8 AND GENERAL USE DISCUSSION**
- 6. BOARD COMPENSATION DISCUSSION**
- 7. ORAL DISCUSSION**
- 8. 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: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Bob Cerasuolo, Park Services Manager**

**DATE: August 25, 2022**

**SUBJECT: DISCUSSION AND GUIDANCE FOR DEVELOPING A  
SPORTS TURF POLICY**

**SUMMARY**

The Pleasant Valley Recreation & Park District, coordinates and issues permits for the use of District parks, open space, sports fields, the Aquatic Center, and other facilities, to organizations and the public for sports and recreational activities and programs.

The Pleasant Valley Recreation & Park District (“District”) develops and manages over 50 acres of sports turf, 34 acres of this are at Pleasant Valley Fields.

**BACKGROUND**

When P.V. Fields was first opened it was suggested by the previous Parks Superintendent that no more than 800 hours of use per year on the turf so it wouldn’t be overused, this is the national average. Currently the average of use for the fields this year is 1047 hours.

The District closes the fields 3 times a year for five (5) weeks periodically throughout the year for rest and maintenance periods, however without successful maintenance and rest, the lifecycle is relatively short. Unfortunately, due to the shortage of field resources, the District is unable to shut down a zone for a few months. Therefore, overuse will result in rapid deterioration.

In 2017 the Parks Services Manager and the General Manager came up with the Community Service Organizations to wear turf shoes for the winter season, this would help alleviate some of the stress that the turf was taking.

Currently, there is no District-wide guideline that exists to designate the use of P.V Fields turf areas.

Staff has researched, made calls and talked with other districts about their sports turf policies but nobody has one, we will be the first.

**ANALYSIS**

The purpose of this policy is to outline the guidelines and procedures for the permitted use of District sports fields for League, Practices and Tournament use.

District Staff have developed a draft of a Sports Turf Policy for review. This will go over:

- General Policy
- Footwear/ Turf Shoes
- Field Maintenance

Since the last Policy meeting, staff have made updates to be outlined below:

1. New layout to match previously approved policies
2. Only turf or athletic shoes permitted for all practices
3. Visual example of acceptable shoes

### **FISCAL IMPACT**

There is no fiscal impact

### **RECOMMENDATION**

It is recommended the Policy Committee provide guidance and direction on the current Draft of the Sports Turf Policy.

### **ATTACHMENTS**

1. Sports Turf Policy DRAFT



## PLEASANT VALLEY RECREATION & PARK DISTRICT

### SPORTS TURF POLICY

#### 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, and other facilities, to organizations and the public for sports and recreational activities and programs. The purpose of this policy is to outline the guidelines and procedures for the permitted use of District sports fields for League, Practices, Tournament use as well as other District functions that meet the needs and interests of the community and permitted users are fully informed of the Districts rules that govern their use.

The District issues permits through an allocation system with priority given in the following order: District programming, Community Service Organizations, resident organizations or non-profit organizations, in-District residents, and all other requests.

Reserving fields can be reserved at any time based on the availability of the fields or up to six (6) months in advance and a minimum of 30 days prior to the date. The District closes fields periodically throughout the year for rest and maintenance periods.

#### Purpose

The purpose of the Pleasant Valley Recreation & Park District (“District”) Sports Turf Policy (“Policy”) is to establish policies and procedures governing the use of District sports fields and turf areas which are managed by the District. Our primary role is to provide athletic opportunities and make certain our fields remain safe and of the highest quality, while implementing steps for turf preservation and managements. The goal of athletic field turf management is to maintain wear tolerance.

This Policy establishes guidelines for anyone who interacts with the District through District-managed sports turf maintenance. The District takes great pride in maintaining our sports fields and has an overriding interest and expectation in providing quality playing surfaces.

## Definition of Terms

**Cleats** – shall mean a shoe with a rigid outsole. Cleats feature spikes or studs (fixed/molded or detachable) spread even over the outsole of the shoe. There are three main types of studs: bladed, hard round and round/conical. The studs may be made of plastic, rubber or metal tipped. Cleats do not have the flexibility of in the outsole as a turf shoe or tennis shoe does. METAL CLEATS ARE NOT ALLOWED at Pleasant Valley Fields with the exception of the softball fields and only for softball related activities.

**Community Park** – are larger facilities or parks offering a wider range of activities to serve a larger portion of the community. They can accommodate small family picnics or larger social gatherings.

**District** – shall mean the Pleasant Valley Recreation & Park District, its officers, staff, and agents of the District.

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

**Neighborhood Park** – shall mean a park that is 4 – 7 acres. They primarily serve neighborhood residents within walking distance of the park. They are passive in nature and include basic amenities.

**Sports Fields/Facilities** – shall mean the fields and facilities at Bob Kildee Community Park, Freedom Park, Mission Oaks Park, and Pleasant Valley Fields (collectively “Sports Parks”) or other fields as may be designated by the District.

**Turf Tarps** – shall mean a covering to be placed on the field.

**Turf Shoes** – shall mean a durable rubber outsole. Turf shoes feature dozens of small rubber studs or patterns on the outsole of the shoe with very little spacing between each stud. They have a somewhat flexible bottom resembling that of a tennis shoe and not of than a spike.

**Turf Wear Tolerance** – shall mean Athletic field turf should be able to tolerate the weight of people running and jumping, and the tearing associated with sports.

**User Group** – shall refer to the users of the field, including Community Service Organizations, resident organizations, in-district residents, and out-of-district residents.

**Vendor** - a person or company offering food, snacks, merchandise, or services for sale.

**Winter rules** – Turf/athletic shoes must be worn for all practices at PV Fields. Tournaments take precedence over practice in terms of playability during the winter period and tournaments take precedence over league play in terms of schedule during the wintertime period which shall mean

dates of November 1 – March 15. This shall also apply to any practices on the infields at Bob Kildee Park and Freedom Fields.

## General Policy

1. Field use, especially sports practices, should be conducted in a manner so that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area. Rotate use of areas (e.g. use middle of turf area for drills one day and sides of the field the following day, move older players to less impacted zones, areas), and when possible, stay off the fringe or bare areas to limit erosion and further damage.
2. Overcrowding fields by scheduling multiple practices and games in a reserved areas is prohibited. Allow a safe distance between fields for safe passage of spectators and participants.
3. Use of any equipment must be stated on the application/FFAU. Removal of all equipment daily is required unless prior approval is granted.
4. Assistant/Referee (A/R) lines shall pinch or widen the field lines during the any season to help eliminate turf wear as well as moving teams seating areas.
5. Turf Tarps may only be placed on the turf with prior written approval (6 weeks in advance) and at the direction of General Manager or Designee. Turf tarps must be made of a breathable material if approved.
6. Vendors are prohibited from preparing food on turf without authorization by the General Manager or Designee.
7. Community Service Organizations are required to hold annual trainings with coaches, and volunteers to review the District Policy.
8. Groups witnessing misuse of fields by other schedule or unscheduled users are encouraged to contact **XXXXXXX** who will inform the appropriate personnel.
9. Report maintenance and hazard emergencies (e.g. broken water lines, pressurized sprinkler heads, restroom facilities, etc.) promptly to **XXXXXXX** who will inform the appropriate personnel. When you make, the call be prepared to fully identify yourself, your location and the specific nature of the emergency or hazard.

10. Teams should rotate location of practice areas so as to not wear the turf down to dirt. This applies at all parks.

## Approved Footwear

1. Pleasant Valley Fields ("PV Fields")
  - a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes. Metal cleats or spikes are prohibited. With exception of on the softball fields, for softball related activities only.
  - b. Turf shoes are mandatory for all practices. When turf shoes are not available, athletic shoes are acceptable.
  - c. Referees shall wear turf or athletic shoes only.
  - d. Plastic cleats no longer than 1/2" are acceptable as footwear during games.
  - e. Turf shoes are mandatory for any Winter month practices and/or games. Cleats are not permitted during Winter months.

### Approved Footwear Examples



2. Freedom Park
  - a. U13 and U14 and above may use Veterans Field and Fields 3-4 and will be allowed to use Metal Cleats. All other footwear will be permitted.
  - b. No soccer cleats allowed on infield
3. Bob Kildee Park
  - a. U13 and U14 and above may use Hibbits Field and will be allowed to use Metal Cleats. All other footwear will be permitted.
  - b. No soccer cleats allowed on infield
4. Mission Oaks Park
  - a. No metal cleats

## Turf Preservation & Field Maintenance

It is the goal of the District that fields and facilities remain safe and of the highest quality. Guidelines for preservation of turf.

1. The District reserves the right to cancel or suspend field use permits when conditions could result in injury or cause damage to the District property. This includes during a game that has already started. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, smoke, extreme heat, maintenance issues, lightening, earthquakes, or other reasons as decided by the District.
2. If it has rained within the preceding 24 hours, groups using the fields must call the Parks Department's Turf Hotline at XXX-XXX-XXXX to receive updated information on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. **The Hotline message will be updated by 2:00 pm on weekdays and by 7:00 am on weekends.** Please do not inquire earlier or about future days as the determination of field conditions are made at that time each day. Determination of field conditions will be made by District personnel, and determinations/decisions are not negotiable.
  - a. Fields may not be used during or after a heavy rain, when fields are wet or muddy, or when closed by the District.
  - b. If it rains any more than .25" (quarter inch) the District has the right's to close down the fields for safety and for the turf management.
  - c. If water rises when turf is stepped on. The field is too we to be played on.
  - d. If the infield becomes muddy and the dirt is not loose, or prevents participants from sliding, the field is not playable.
  - e. Standing water (puddles) within the playing areas.
  - f. Player footprints fill with water in a majority of a single playing position.
3. Soccer practices may not take place on the infield area of a softball or baseball diamond.
4. No personal vehicles are allowed on District property, other than parking lots, without prior written permission noted on the permit issued by District.

## Sports Field Lining/Marking

1. Lining of District fields is prohibited without prior written approval on the field use permit.
2. Line colors must be approved by District. White, Blue or Green Paint is acceptable, any other color must obtain General Managers approval. NO CHALK ON FIELDS
3. Burning lines on the District fields is prohibited. If this happens the parties that did this will pay to have the turf replaced at their sole expense.



4. Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs to include but not limited to staffing, facility as well as for all damages occurring to the facility and potential of termination of field use permit.

## **Turf Recovery and Field Closures**

The District maintains sports fields and other park sites receive a great deal of play throughout the year, and the Parks Division strives to maintain them in a safe, usable and attractive condition. To that end, most fields are closed every winter from Thanksgiving through the New Year and temporarily throughout the year as weather and/or site conditions dictate. Limiting field use by seasonal/temporary field closures or restricting permitting is one component of a comprehensive turf management program.

The District reserves the right to schedule maintenance in an emergency or as needed to provide a safe environment for all users.

1. Pleasant Valley Fields (“PV Fields”)
  - a. Fields and zones usage will not exceed a maximum of 1200 hours of use which also includes lining and league/tournament prep unless authorized by the General Manager.
  - b. Required mandatory rest period of five (5) days after all tournaments that host more than 90 teams only at PV fields and for zones 1- 4.
  - c. Closes the fields 3 times annually for five (5) week blocks (or more as necessary) for scheduled maintenance and rest
    - i. Approximate dates: Nov. – January 2<sup>nd</sup>, April – May, and June – July
1. Freedom Fields: July 10<sup>th</sup> – Sept 3<sup>rd</sup> and third week of December to first week of January
2. Bob Kildee: Third week of December to first week of January
3. Mission Oaks: Thanksgiving week to January 1

## **Field and/or Facility Modifications**

All requests for modification or improvement to District fields or facilities must be submitted in writing to the District. All requests will be reviewed by District staff. The field or facility modification request review process may take a minimum of six (6) weeks.

Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to District Ordinance 8 or General Use Policy.

## **Inclement Weather Procedures**

While using fields remain aware and alert for incoming weather. This is a large open area and subject to lightening and other weather-related hazards.

**Thunder/Lightning Storms:**

Following guidance from the National Weather Service regarding thunder/lightning storms, if you see lightning, hear thunder or if the skies look threatening play, should be stop immediately. User groups should not resume outdoor activities until 30 minutes after the storm has passed. For a full list of details regarding thunder/lightning storms including how to be prepared, where people go for safe shelter, and what should be done if someone is struck by lightning please visit: <https://www-mo.weather.gov/safety/lightning-sports>.

DRAFT

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

**TO: POLICY COMMITTEE**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Dylan Gunning, Administrative Analyst**

**DATE: August 25, 2022**

**SUBJECT: DISCUSSION ON DISTRICT ORDINANCE 8 AND  
GENERAL USE POLICY**

**SUMMARY**

The Board of Directors approved the current version of Ordinance 8 in January 2018 and General Use in 2019. Since their adoption, changes to the District have taken place, making it appropriate to review the District governing rules and make adjustments as warranted.

**BACKGROUND**

As the District evolved, ordinances were developed to control the use of District facilities. The ordinances provided language for all aspects of the use of parks and facilities. Initially, each set of ordinances was assigned a number, resulting in Ordinance numbers one through six, each maintained as a separate document. Based on a need to have one concise document listing, all ordinances were consolidated by staff and legal counsel to create Ordinance No. 7 in May of 2009.

With the development of the Park Patrol program and the need to identify, establish and enforce ordinances and the citation process, Ordinance No. 8 was developed and initially adopted in May 2010. The Ordinance was updated again in April 2011 to address and define the day-to-day operations of the Park Patrol program. It was all updated again on June 3, 2015. The last update occurred on January 3, 2018, Board Meeting, and the Board approved the Ordinance currently used by the District.

A separate Ordinance No. 9 has been created to amend the currently Skate Park rules outlined in Ordinance 8. Ordinance No. 11 was also created to amend the park fees outlined in Ordinance 8.

**ANALYSIS**

It has been common practice to review the District Ordinances and update them if necessary, according to the organization's current needs.

The District plans to update Ordinance 8 by combining Ordinance No. 9 and No 11 into Ordinance 8, consider any needed updates including citations, and add new sections that include but are not limited to E-Bikes and Pickleball.

**FISCAL IMPACT**

The District staff does not anticipate a fiscal impact of approving the revised Ordinance.

**STRATEGIC PLAN COMPLIANCE**

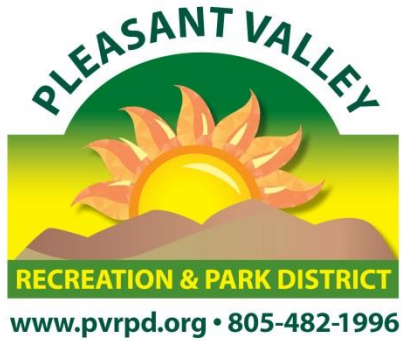
Meets 2021 Strategic Plan Goal 1.5 (F): Establish streamlined policy and governance processes that align with IT solutions with our customer expectations and District mission.

**RECOMMENDATION**

Provide guidance and recommendation on District Ordinances and General Use

**ATTACHMENTS**

- 1) Ordinance No. 8 (41 Pages)
- 2) Ordinance No. 9 (2 Pages)
- 3) Ordinance No. 11 (2 Pages)
- 4) General Use Policy (18 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.

### **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

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

- a. Riding of the skateboard or other wheeled recreational device for stunt, trick, or luge riding constitutes a “hazardous recreational activity,” as defined by Section 831.7 of the Government Code.
- b. No user shall use the District skate park facility without wearing a helmet, elbow pads, and knee pads. Any user not wearing a helmet, elbow pads, and knee pads are subject to a citation under the ordinance (H&S Code Section 115800(b)(1)).
- c. Skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.
- d. No smoking is permitted on District property. No alcohol is allowed within 50 feet, of any facility provided for skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices.
- e. No glass beverage containers or food are allowed within the skating facility.
- f. Users must be 12 years of age or older (H&S Code section 115800(e)(1)(A)).

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

## SECTION 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 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 Third day of January, 2018.

\_\_\_\_\_

Mark Malloy, Chairman

Board of Directors

ATTEST:

\_\_\_\_\_

Elaine Magner, Secretary

Board of Directors

## **ORDINANCE NO. 9**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT AMENDING ARTICLE 2 SECTION 234 OF ORDINANCE NO. 8 (AS AMENDED JANUARY 2018) REGULATING THE USE OF THE DISTRICT SKATE PARK**

THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ORDAINS AS FOLLOWS:

#### **SECTION 1. - SECTION 234 OF PLEASANT VALLEY RECREATION AND PARK DISTRICT ORDINANCE NO. 8, IS AMENDED TO READ IN ITS ENTIRETY, AS FOLLOWS:**

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

- a. Riding of the skateboard or other wheeled recreational device for stunt, trick, or luge riding constitutes a “hazardous recreational activity,” as defined by Section 831.7 of the Government Code.
- b. No user shall use the District skate park facility without wearing a helmet, elbow pads, and knee pads. Any user not wearing a helmet, elbow pads, and knee pads are subject to a citation under the ordinance (H&S Code Section 115800(b)(1)).
- c. Skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.
- d. No smoking is permitted on District property. No alcohol is allowed within 50 feet, of any facility provided for skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices.
- e. No glass beverage containers or food are allowed within the skating facility.
- f. Users must be 12 years of age or older (H&S Code section 115800(e)(1)(A)).

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

#### **SECTION 2. - EFFECTIVE DATE**

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

**SECTION 3. - PUBLICATION AND POSTING**

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

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2018, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Mark Malloy, Chairman, Board of Directors  
Pleasant Valley Recreation and Park District

ATTESTED:

\_\_\_\_\_  
Anthony Miller, Clerk of the Board  
Pleasant Valley Recreation and Park District



## **ORDINANCE NO. 11**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT AMENDING ARTICLE I: SECTION 118, ARTICLE II: SECTION 202, AND ARTICLE V: SECTION 515 OF ORDINANCE NO. 8 (AS AMENDED JANUARY 2018) REGULATING PARKING FEES**

THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ORDAINS AS FOLLOWS:

#### **SECTION 1.**

**ARTICLE 1: SECTION 118, ARTICLE II: SECTION 202, AND ARTICLE V: SECTION 515 OF PLEASANT VALLEY RECREATION AND PARK DISTRICT ORDINANCE NO. 8, ARE AMENDED AS FOLLOWS:**

1. Article I: Section 118 – The following heading and text are deleted in their entirety.

“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.”

2. Article II: Section 202, Subsection k – The following subsection is deleted in its entirety.

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

3. Article V: Section 515 – Parking Fees – is amended to read as follows.

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

#### **SECTION 2. - EFFECTIVE DATE**

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

**SECTION 3. - PUBLICATION AND POSTING**

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

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2020, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Elaine Magner, Chair, Board of Directors  
Pleasant Valley Recreation and Park District

ATTESTED:

\_\_\_\_\_  
Michael Mishler, Secretary, Board of Directors  
Pleasant Valley Recreation and Park District



# 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



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

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:



## PLEASANT VALLEY RECREATION & PARK DISTRICT

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

- 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 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.



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

### **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.



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

- 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.



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

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.





## PLEASANT VALLEY RECREATION & PARK DISTRICT

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

- 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:



## PLEASANT VALLEY RECREATION & PARK DISTRICT

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

- 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.



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

### 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



# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

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



## PLEASANT VALLEY RECREATION & PARK DISTRICT

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

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.