

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

**POLICY COMMITTEE  
AGENDA**

**Wednesday, April 24, 2024**

**3:30 P.M.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. SPECIAL EVENT POLICY REVIEW**
- 5. ORAL DISCUSSION**
- 6. ADJOURNMENT**

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

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

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

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Elianna Vargas, Recreation Supervisor**

**DATE: April 24, 2024**

**SUBJECT: DISCUSSION AND GUIDANCE FOR REVISING THE  
SPECIAL EVENT POLICY**

**BACKGROUND**

The Pleasant Valley Recreation & Park District (“District”) develops and manages internal and contracted special events as well as conventional rentals. Currently, Staff relies on existing processes to reserve, manage, and report on internal and external special events. The District implemented the Special Event Policy (“Policy”) in 2022 to streamline the distinction between special external events and conventional facility rentals. Over the past eighteen (18) months, the Policy has served as a foundational tool for Staff to prioritize and manage the use of District facilities and services.

Aiming to facilitate community special events while also accommodating conventional facility rentals, the Policy was established to handle the District’s rising demand for facilities and services. Staff have modernized and improved internal processes in order to effectively discern a special event from a conventional rental, and have continued to amend the Policy in conjunction with necessary changes.

Currently, the Policy provides guidelines to designate the difference between a special external event facility reservation and a conventional facility reservation. Staff continue to be consistent in following the Policy.

Examples of special external events that have been permitted under the existing Policy: 5k/10k/fun runs, food truck festivals, seasonal holiday events, community art festivals, age/demographic-specific events, summer concerts, community rummage sales, outdoor movie events, and commercial filming.

**ANALYSIS**

One of the primary reasons for considering revisions to the Policy is to enhance the efficiency and effectiveness of the event approval process. The Special Event Policy has successfully designated numerous events as special external events based on their alignment with the requirements of the defined elements. While the current Policy has provided guidelines for distinguishing between special external events and conventional rentals, Staff have encountered challenges. Certain criteria, such as an attendance of over 300 or a rental spanning two days, have posed challenges

due to some facilities' larger capacities and the current classification of these extended rentals as special external events.

In response to these challenges, after careful evaluation of workflow and the ability of events to navigate the required processes in a timely manner, Staff has recognized the need to revisit and amend the Policy. As the District continues to see a diverse range of events seeking permits, it is essential to ensure that the Policy is flexible enough to accommodate these varied needs while maintaining clarity and consistency in its application.

In response to these challenges, District Staff has drafted a revised Special Events Policy for review. This revision includes updates to the Special Event Designation Checklist, which details the elements of a permit application and determines whether a request qualifies as a Special External Event or requires Board approval. The revisions aim to clarify and refine the criteria for designating events, ensuring that the Special Event Policy accurately distinguishes between special external events and conventional facility rentals.

### **FISCAL IMPACT**

To be determined. Currently, Staff is spending a considerable amount of time on Special External Events After Action Reports, as well as individual meetings, and other paperwork.

### **STRATEGIC PLAN COMPLIANCE**

Meets 2021-2026 Strategic Plan Goals:

- 1.1.B: Develop sustainable funding sources for implementation of the Strategic Plan, deferred maintenance, priority projects, and ongoing operations.
- 1.3.C: Proactively encourage and promote the film industry rental of District-owned property, work with the City of Camarillo and the County of Ventura to revise and streamline the permitting process to facilitate such filming.
- 1.3.D: Explore the feasibility of promoting and encouraging District properties and facilities to serve as a suitable venue for weddings, commitment ceremonies, and related events.
- 1.3.E: Regularly evaluate whether the District is capturing adequate revenue through facilities and program usage, seeking new and enhanced revenue-generating facilities, special events and programs.

### **RECOMMENDATION**

It is recommended the Policy Committee review, provide direction, and refer the revised Special Event Policy to the full Board for approval.

### **ATTACHMENTS**

1. Special Event Policy DRAFT – Redline (9)
2. Special Event Policy DRAFT – Cleanline (6 pages)



## PLEASANT VALLEY RECREATION & PARK DISTRICT

### SPECIAL EVENT POLICY

BOARD APPROVED OCTOBER 5, 2022

#### Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, the Aquatic Center, Senior Center, and other facilities, to organizations and the public for sports, cultural, social, and recreational ~~activities~~activities, and programs. ~~The A Special Events Policy will outline the necessary steps to effectively hold a special event on District property.~~ The District may charge to recover public costs to operate, maintain, supervise, and administer the use of parks and District facilities per the General Use Policy.

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

~~This policy does not outline the process for designation as a Community Service Organization. For information on this process, please refer to the Community Service Organizations Application Form.~~

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

**Commented [KR1]:** Are Non-Profits given priority over other residents or would these all just be included in all other requests?

**Commented [MO2]:** Do we need this statement?

#### Purpose

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

~~The purpose of this policy is to help determine if requests are a facility reservation or a special event, and what items must be Board approved.~~ Prior to reserving District property for an event, District staff

~~should first will~~ review the Special Events Policy and refer to the Special Event Designation (Attachment 1) Checklist to determine if ~~the requests is a~~ special events or a facility reservations. -Once a ~~reservation request is deemed to be a~~ Special Event ~~is determined~~, Staff and the Customer will follow the process outlined in : External Special Events Reservation Process. on page 5 below.

**Commented [EV3]:** I am hesitant to insert reservation as it is not a reservation- it would be a permit application that is being dictated as a reservation or a special event

## Definition of Terms

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

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

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

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

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

**Commented [KR4]:** Not in latest Ordinance No. 8; is that OK?

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

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

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

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

**Commented [KR5]:** Again, do we want to be matching the definitions as listed in Ordinance No. 8?

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

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

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

**Probationary Period** - ~~needs to be defined...and what are considered major changes and would cause staffing requirements.~~ shall include the first year of a new special external event: major changes include but are not limited to changes in the event contexts, requiring further staff review

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

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

Commented [KR6]: Fact?

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

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

## Special Event Designation

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

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

A special event is a public or private event, that may include the uses of streets, sidewalks, alleys, parking areas, parks or facilities beyond the normal pattern of use, exceeding overall facility capacity with more than 300 people and/or has four or more Event Context elements, or requires an external entity application or permit, and/or requires an event manager or site representative services District staffing. Examples of special events include, but are not limited to festivals, parades, and concerts. Additionally,

Commented [EV7]: Seems a bit excessive to list all possible areas. Especially since we do not cover the streets.

Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of proposed the proposed event.

Commented [EV8]: I think it may potentially cause some issues when we start listing out everything.

## Special Event Qualifications Checklist:

Attendance Level

1-300

300+ (automatic special event designation)

Commented [EV9]: I do not want to call it a checklist, because when I think checklist, I think items that I have to check off. In this case, they are not responsible to check all of these. If that makes sense

500+: Board approval required

Event Type

Private

Ticketed/ Charged admission- board approval required

Admission requires a reservation

Public (automatic special event designation)

Event Context

Closure of roads, use of public streets, transportation planning, extra parking, and/or Parking lot usage for something other than parking (automatic special event designation)

May Requires additional external agency permit(s) City of Camarillo Special Event Application

Use/Erection of fencing, tents, stages, barricades, booths, or other structures Location

More than one (1) facility space rental (ex. CC- Grounds 1 and front parking lot)

Use of facility space for something other than intended use

Use of sports field for anything other than playing sports- Board approval required

Potential Facility/Turf Damage due to attendance level or type of activity- Board approval required

More than three (3) Vendors (Caterer, band, DJ, bounce house, photo booth, etc.)

Type of vendor is an Presence of large scale sand/

or Use of any equipment, rental, or vendor type with an increased (causing potential to cause damage-)

Examples include but are not limited to: amusement rides, large scale carnival games, and or petting zoos

Access to electricity required

Overall attendance that will exceed the facility capacity throughout duration of the event.

Amplified sound (specific locations only)

Security guards are required if:

Alcohol is present ~~at~~ (one (1) security guard per fifty (50) guests)

If alcohol is being sold, an ABC license is required

Security guards required. Anytime an External Entity Permit is required. (automatic special event designation)

Examples include but are not limited to: City Permit for street use, County permit for MFF/TFF vendors, or Fire Permit for Safety Plans

Commented [KR10]: Sorry, but I never understood the choice for this label. Maybe it is just me.

Commented [NL11]: Consider moving Staffing section to the procedural portion for special events rather than qualifications.

Automated Permit Applications Requests Requiring Board Approval (\*Must be submitted a minimum of 90 Days in Advance)

Please note that all items below will require application submission 120 days before proposed event

—Use of facility space for something other than intended use.

Use of sports\**Note: Sports complexes/fields may not be used for anything other than playing sports).*—Board approval required

Increased potential for Facility/Turf Damage due to event qualifications, attendance level or type of activity throughout the duration of the event.

Unique or unusual elements in which staff require guidance. —Board approval required

- Examples include but are not limited to: Fire dancers, contortionists, aerial artists, etc.

**Commented [EV12]:** We stated this in the previous section. Do we need to state again?

**Commented [JP13]:** That feels redundant. Maybe try to reframe the sentence?

**Commented [EV14]:** Are going with this? Since some parks are used for sports, and we have SKs that are held out at PV?

**Commented [EV15]:** Very vague.... A bubble artist is unique but I do not know that they would need my guidance.

▪ ~~If alcohol is being sold, an ABC license is required~~

~~Security guards required~~

~~Event length~~

▪ ~~6 hours+ (special event designation considered)~~

▪ ~~Multi-day —Board approval required~~

~~External entity permit required (automatic special event designation)~~

▪ ~~Ex. City Permit for street use, County permit for MFF/TFF vendors, or Fire Permit for Safety Plans~~

~~Event Manager/ Site Representative Services required (automatic special event designation)~~

▪ ~~All new & repeating events for first 2 years if no issues or no major changes~~

▪ ~~Any year for a repeating event where a major change is implemented if after probationary period. If during probationary period, probationary period shall be extended by one year if no issues.~~

Exceptions

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

▪ Private parties including events such as Weddings, Quinceaneras, corporate parties, large birthday parties, baby showers and other similar events

▪ Annual events that have previously been approved by the District and Board (grandfathered events)

## External Special Events Reservation Process

Reservations designated as special events must complete a permit application and adhere to the District's Special External Events Reservation Process. ~~For a more in depth understanding on booking a~~



~~Special Event with the District, please refer to the Special Events Process. Application packets. Permit applications can be found online on our website at [www.pvrpd.org/reservations](http://www.pvrpd.org/reservations). Applications can be submitted in-person to the District Administrative Office at 1605 E. Burnley Street, or by email at [csr@pvrpd.org](mailto:csr@pvrpd.org), but must be complete and accompanied by initial payments at the time of submission in order for a facility reservation to be made. Incomplete applications will not be accepted by the District.~~

**Commented [JP16]:** I would try to stay consistent with the terms used on that page. So either Rental Packet, Permit Application or a permit to reserve etc.

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

**Commented [JP17]:** Are we proposing to go back to creating a separate Special Event Application? If not, I would use the terminology on the permit application to stay consistent. Or just remove Application in this sentence.

1. A completed District Permit application along with a signed waiver page.
- ~~2. 1. Site Map(s) and Emergency Action Plan (EAP) for the event in question. Customer may choose from the available site map templates or create their own.~~
- ~~3. 1. Application fee, special event fee, refundable security deposit, and 50% of fees per the general use policy (per event request, an event series qualifies as one request)~~
2. Evidence ~~A copy~~ of insurance coverage documents for the duration of the event as specified in the District Liability Insurance Requirements, naming the District as additionally insured with the attached endorsement page in line with requirements found in the General Use Policy.
- ~~4-3. IF an external entity permit is required, proof of permit must be provided prior to issuance of a District Permit.~~
4. Scheduled application review meeting and site walkthrough with District Staff (phone or in-person) within fourteen (14) days of all documents being submitted correctly-  
—Site Map(s) and Emergency Action Plan (EAP) for the event in question. Customer may choose from the available site map templates or create their own with District staff (must adhere to fire safety guidelines.)

**Commented [JP18]:** Are these given to the applicant once the application is received?

~~5-a.~~

~~6. Scheduled site walkthrough with District staff.~~

**Commented [EV19R18]:** Yes

~~7-5. A copy of the customer's IRS Letter of Determination, 501c3 (if applicable).~~

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

~~6. Application fee, special event fee, refundable security deposit, and 50% of fees per the General Use policy (per event request, an event series qualifies as one request).~~

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

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

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

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

5. Customers with new events for a District facility (prioritized by those with the most timely and complete submission of facility requests).

**Commented [JP20]:** Since this is mentioned here in detail, is it necessary in the Introduction?

**Commented [EV21R20]:** Yes, I think as a standard procedure. We keep it in there

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

## Fees

Event fees will be determined by the approved District Fee Schedule. Initial payment for facilities reserved as part of a Special Event application are to be paid prior to the issuance of a facility permit. The District reserves the right to cancel the facility permit in question should the customer fail to make subsequent payments toward the facility fees invoice. Special Event applications submitted outside of the 4530-day minimum advance notice period will be evaluated on a case-by-case basis for feasibility of accommodation at the discretion of District staff, the Special Event Manager (SEM).

### Staffing Costs

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

## Special Event Policy Violations

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

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

~~The District reserves the right to skip steps in this process at their discretion as appropriate. the discretion of the SEM if egregious violations occur at the outset or if malicious intent is perceived that suggests earlier punitive action is necessary. Egregious violations for annual events will be subject~~

~~to further District review and permits may be denied for the following year at the discretion of the General Manager.~~

Commented [JP22]: At their what?

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

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

#### ~~First Violation~~

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

#### ~~Second Violation~~

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

#### ~~Third Violation~~

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

Violation examples include but are not limited to:

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

~~10.~~

## Permit Cancellation

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

Special Event Permits cancelled by the customer ~~at least more than ninety sixy (90) (60)~~ days prior to the permitted use will be refunded in full minus the non-refundable application fee. Cancellations less than ninety (90) and greater than sixty (60) ~~between fifty nine (59) and thirty (30)~~ days prior to permitted use will be refunded at the rate of fifty (50) percent of all fees paid minus the non-refundable application fee. Cancellations less than ~~30-60~~ days prior to the permitted use will ~~not be refunded~~ eligible for a refund of the paid security cleaning deposit only.

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

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

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

## Appeals

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

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



## PLEASANT VALLEY RECREATION & PARK DISTRICT

### SPECIAL EVENT POLICY

BOARD APPROVED OCTOBER 5, 2022

#### Introduction

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

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

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

#### Purpose

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

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

## Definition of Terms

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

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

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

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

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

**District Facility** – shall include any of the parks operated by the District and any buildings/structures or elements that lie within them. **District Staff** – shall refer to any District employee currently employed by the District.

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

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

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

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

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

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

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

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

## Special Event Designation

A special event is a public or private event, that may include the use of streets, sidewalks, alleys, parking areas, parks or facilities beyond the normal pattern of use, exceeds overall facility capacity, or requires an external entity application or permit, and/or requires District staffing. Examples of special events include, but are not limited to festivals, parades, and concerts. Additionally, any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a **minimum of 90** days in advance of the proposed event.

### Special Event Qualifications:

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

### Permit Applications Requiring Board Approval

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

## External Special Events Reservation Process

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

Required items to be submitted with the Permit Application request:

1. A completed District Permit application along with a signed waiver page.
2. Evidence of insurance coverage documents for the duration of the event as specified in the District Liability Insurance Requirements.
3. IF an external entity permit is required, proof of permit must be provided prior to issuance of a District Permit.
4. Scheduled application review meeting and site walkthrough with District Staff (phone or in-person) within fourteen (14) days of all documents being submitted correctly
  - a. Site Map(s) and Emergency Action Plan (EAP) for the event in question. Customer may choose from the available site map templates or create their own with District staff (must adhere to fire safety guidelines.)
5. A copy of the customer's IRS Letter of Determination, 501c3 (if applicable).
6. Application fee, special event fee, refundable security deposit, and 50% of fees per the General Use policy (per event request, an event series qualifies as one request).

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

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

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

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



## Fees

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

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

## Special Event Policy Violations

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

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

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

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

Violation examples include but are not limited to:

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

10. Intentionally leaving trash, damaging District property, or vandalizing District property.

## Permit Cancellation

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

Special Event Permits cancelled by the customer more than ninety (90) days prior to the permitted use will be refunded in full minus the non-refundable application fee. Cancellations less than ninety (90) and greater than sixty (60) days prior to permitted use will be refunded at the rate of fifty (50) percent of all fees paid minus the non-refundable application fee. Cancellations less than 60 days prior to the permitted use will not be eligible for a refund of the paid security cleaning deposit only.

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

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

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

## Appeals

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

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