

**CONEJO RECREATION  
AND PARK DISTRICT**

**ORDINANCE MANUAL**

Revised February 2020

**ORDINANCES GOVERNING USE OF PARKS,  
RECREATION AREAS AND FACILITIES**

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## ARTICLE I

### GENERAL CONDITIONS

#### SECTION 101 – PURPOSE/SEVERABILITY

The purpose of these regulations is to provide rules to govern the use of District parks and buildings 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 these ordinances or the application thereof is held invalid or unconstitutional, such declaration shall not affect the other provisions or applications of these ordinances which can be given effect without the invalid provision or application and, to this end, the provisions of these ordinances are declared to be severable.

#### SECTION 102 – DEFINITIONS

The following words and phrases, whenever used in these ordinances, shall be construed as defined in this section:

- a. **“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.
- b. **“General Manager”** shall mean the chief administrative officer of the Conejo Recreation and Park District or a designated representative.
- c. **“Article”** shall mean an article of this ordinance unless some other ordinance, policy, or statute is stipulated.
- d. **“District”** shall mean the Conejo Recreation and Park District and/or all land managed by Conejo Open Space Conservation Agency (COSCA).
- e. **“District Lands”** shall mean all lands and facilities under ownership or control of Conejo Recreation and Park District and/or Conejo Open Space Conservation Agency (COSCA).
- f. **“Park Water”** shall mean any lake, reservoir, pond, stream, creek, river, or other standing or flowing body of water within a park site.
- g. **“Person”** shall mean any individual or group of individuals.
- h. **“Organization”** means a recognized association, partnership, firm, or corporation.
- i. **“District Resident/Public/General Public”** shall mean any person who resides within the boundaries of the Conejo Recreation and Park District.
- j. **“Facility”** shall mean any building or park under the management of the District and available for public use.
- k. **“Out-of-District Resident”** shall mean any person who resides outside the boundaries of the Conejo Recreation and Park District.
- l. **“Out-of-District Group or Organization”** shall mean any group, organization, association, partnership, firm, or corporation located outside the boundaries of the Conejo

Recreation and Park District or when fewer than 50 percent of the participants are District residents.

- m. **“District Community Groups or Organizations”** shall mean nonprofit or not-for-profit groups and organizations wherein more than 50 percent of the membership are District residents.
- n. **“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.
- o. **“Section”** shall mean a section of this ordinance manual unless some other statute or policy is specifically identified.
- p. **“Amplified Sound”** shall mean sound projected and transmitted by electronic equipment, including amplifiers, radios, or other devices.
- q. **“Permit”** shall mean a permit for use of parks, equipment, or buildings as provided for and defined within District ordinances.
- r. **“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, chattel, or property of any kind.
- s. **“Aircraft”** shall mean any device that is used or intended to be used to carry a person or persons in the air.
- t. **“Conejo Open Space Conservation Agency”** shall mean the agency established pursuant to the joint powers act between the Conejo Recreation and Park District and the City of Thousand Oaks.
- u. **“Mountain Recreation and Conservation Authority”** shall mean the agency established pursuant to the joint powers act between the Conejo Recreation and Park District, the Santa Monica Mountains Conservancy, and the Rancho Simi Recreation and Park District.
- v. **“Open Space”** shall mean all lands or bodies of water under the ownership, management, and/or control of the Conejo Open Space Conservation Agency or Conejo Recreation and Park District that are left in a natural vegetative state with limited public access.
- w. **“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 (4) any use that is deemed extraordinary.
- x. **“Vehicle”** shall mean every device by which any person or property is or may be transported or drawn upon a street or highway excepting devices moved by human power or used exclusively upon rails.
- y. **“Livestock”** shall mean domestic or useful animals normally kept or reared on a farm or ranch for work, breeding, fattening, or other purposes including, but not limited to, horses, bovines, sheep, swine, and goats.
- z. **“Structure”** shall mean 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 (6') in height.

- aa. **“Boating”** shall mean the use of any manned or unmanned, full-size, or scale model floating vessel.
- bb. **“Trail”** shall mean any path or access through District lands and open space constructed or maintained for the use of pedestrians, handicapped patrons, equestrians, or bicyclists.
- cc. **“Carrying Capacity”** shall mean the maximum amount of patrons allowable at a facility as determined by the sum of the space requirements for various activities and the expected number of individuals participating in a particular activity.
- dd. **“Smoke” or “Smoking”** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. “Smoke” or “smoking” includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing a prohibition on smoking.

#### **SECTION 103 – AUTHORITY AND ENFORCEMENT**

The 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 or by any other employee so designated or assigned by the General Manager. Unless this policy expressly provides otherwise, the General Manager or employee or agent so designated or assigned such duties shall enforce the provisions of this ordinance. The General Manager shall 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 employees, who are authorized, shall have the authority to warn, evict, arrest, and cite persons who violate any provisions of the District, state, or local ordinances. District personnel, who are authorized, pursuant to Section 830.31 of the Penal Code, shall carry proper identification.

#### **SECTION 104 – APPLICATION FOR USE**

The General Manager is authorized to grant or deny all applications for use of parks or buildings within the District. Unless waived by the General Manager, all applications for use of District parks or buildings shall be filed in person by an adult at a designated District office.

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

- a. When a building or park with the required capacity for the proposed activity is not available.
- b. Refusal of an applicant to agree in writing to conditions of the permit.
- c. Failure of an applicant to file an application in sufficient time for review and processing.

- d. The requirement of an excessive number of personnel to properly police the activity and protect other users of the facility or area due to the size or nature of the proposed activity.
- e. The filing of more than one application for the same facility at the same time. Under these circumstances, the General Manager will give consideration to the application first received and the schedule of priority classification.
- f. 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.

#### **SECTION 105 – COMPLIANCE**

Any persons entering, occupying, or remaining in any park or holding of the District shall comply with the adopted ordinances, rules, and regulations. Additionally, no person shall violate any order or provision thereof posted on District property by the General Manager.

#### **SECTION 106 – PENALTY**

Any person within an area owned or controlled by the District who violates any provision of this ordinance, the conditions of any permit issued pursuant thereto, or any adopted rule or regulation relating to parks is guilty of an infraction for the first violation; the second shall be a misdemeanor, except for the following:

Section 202, Subsections a, b, d, e, h, i, and j are civil penalties.

The first and any subsequent violation of the following Sections shall be misdemeanors:

Section 203, Section 204, Section 206, Section 219, Section 220, Section 221, Section 223, Section 227, Section 238, Section 313, Section 412, and Section 414.

#### **SECTION 107 – RIGHT OF APPEAL**

An applicant may appeal the decision of a District representative to the General Manager regarding park and building permits. Applicant must file such appeal with the General Manager within 48 hours of the mailing of the representative's decision. The General Manager may hold a hearing within three working days of the filing of such appeal at which time 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 shall be final unless an appeal is made to the Board of Directors.

#### **SECTION 108 – 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 109 – **LIABILITY**

All persons to whom 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 Conejo Recreation and Park District for any injury to persons or property resulting therefrom.

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 naming the District as an additional insured must be filed with the District prior to the first day of use of facilities involved. The District may require proof of liability insurance with limits of bodily injury and property damage of not less than \$500,000/\$500,000 and a certificate of coinsurance for any individual or group when it is determined that:

- a. Liquor is to be sold and/or served on park property.
- b. The proposed activity may result in serious injury to persons and/or significant damage to District property.

These requirements may be waived by the General Manager or Board of Directors.

## SECTION 110 – **USE OF PARKS**

The District's reserveable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of appropriate fees. A permit must be issued for the use of any park for pre-advertised assemblies or by groups consisting of 50 or more persons. All applications for use of any park must be signed by an adult who shall agree to be responsible for said use.

Use of the District's neighborhood parks shall be guided by the park's carrying capacity and type of activity being conducted at each park.

## SECTION 111 – **PERMIT**

The application for a permit shall include, but not be limited to, the following information:

- a. Name of applicant, sponsoring organization, or group, and name of persons responsible for proposed activity.
- b. Address and telephone number of applicant(s).
- c. Park or building being applied for and area involved.
- d. Starting time of proposed activity.
- e. Finishing time of proposed activity.

- f. Number of persons expected.
- g. Additional District personnel or items requested, such as tables, chairs, and associated equipment.
- h. Nature of proposed activity(ies), including equipment and vehicles to be brought into the park, duration and nature of use of such equipment, and duration and nature of use of any amplified sound.
- i. Fees charged and monies collected.
- j. Persons who will receive monies collected and disposition of such monies.
- k. Notice of requirement of certificates of insurance for public liability naming the District as additional insured.

#### **SECTION 112 - VIOLATION OF PERMIT**

Violation of any terms and conditions of the permit by permittee or any agent or employee of permittee is prohibited. The General Manager reserves the right to revoke any permit for a violation thereof, with or without notice to the persons or organization to whom the permit was issued.

#### **SECTION 113 – SALES AND SOLICITATION**

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:

- a. Advertising for sale any product, goods, wares, merchandise, services, or event.
- b. Distributing handbills or circulars, or posting, placing, or erecting any signs, bills, notices, paper, or advertising matter of any kind.
- c. Conducting or soliciting for any trade, occupation, business, service, or profession.

The General Manager may issue such permits when the conduct of such 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 fee may be charged to cover administrative costs of the issuance of such permit and/or costs associated with the use of park facilities. A person shall not 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 Board of Directors.
- b. When an athletic team that is a member of a regular athletic league 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 the park, or any portion thereof, is the location for an event that will not in any way detract from the use of the park by the general public and the proceeds are used for charitable purposes.
- d. When found to be consistent with the policies of the Conejo Recreation and Park District or to promote the program of the District under conditions prescribed by the General Manager.
- e. When an application is approved for sale of items and all necessary fees and deposits have been made.

#### **SECTION 114 – INFORMAL BIDDING**

Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the contractor's list and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:

- a. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.
- b. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

## **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 outlined in Conejo Recreation and Park District's Parking Citation Administrative Adjudication Manual.

- a. Vehicles shall be operated on District property only on designated roadways, without written permission of the General Manager.
- b. Vehicles shall not be parked on District property except within designated parking areas or within designated markings without written permission of the General Manager.
- c. If the General Manager finds that at certain times, under specific restrictions or at designated places, a vehicle can be operated so as not to interfere in any way with the use of a park, permission may be granted to operate such vehicle. Parking such vehicle is permitted only in areas so designated.
- d. 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.
- e. No person who owns or has possession, custody, or control of any vehicle, trailer, or camper shall park upon any District property for more than a period of fifteen (15) consecutive hours unless otherwise permitted by the General Manager
- f. All parked vehicles are subject to being removed 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 so as to block the entrance to a driveway.
  4. when a vehicle is parked so as to prevent access by fire fighting equipment to a fire hydrant or emergency service.
  5. when a vehicle is parked in any parking restricted zone.

- 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 the 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 such vehicle in a parking zone identified as reserved for disabled or handicapped persons pursuant to Subsection 2 below. The fine for this violation shall be as prescribed by the Vehicle Code.

1. Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard. A citation issued for illegal parking may be reduced to a \$10 fine by the General Manager or his assignee when proof of a valid handicap placard is presented.
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 – VEHICULAR TRESPASS**

Vehicles shall not be operated or parked on any property of the District except on roadways and parking areas specifically constructed for vehicular traffic. Fire breaks and fire protection roads, hiking and riding trails shall be prohibited from vehicular use. No vehicle shall be operated or parked on District property except as allowed per posted signage. An exception will be made for those vehicles, which are authorized by the District for such use.

#### **SECTION 204 – 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 land 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.

#### **SECTION 205 – HUNTING**

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

## **SECTION 206 – VANDALISM**

It shall be unlawful for any person to damage, deface, cut, spray, paint, mark, scratch, write on, or otherwise deface or alter any natural feature, fence, wall, building, sign, monument, or other property on District property. Persons causing vandalism, or parents of persons under the age of 18, 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 207 – 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 208 – 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.

## **SECTION 209 – FISHING**

Fishing by any means, including fly casting, is prohibited in park waters except in designated areas, and only when within the scope of state regulations.

## **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, except at District golf courses and/or driving ranges.

## **SECTION 211 – MODEL CRAFTS**

No person shall operate any model airplanes, gliders, cars, boats, rockets or any other model craft of any kind or description on, over, or into any portion of District lands and open spaces, except 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, motorhomes, 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. A permit may be issued and a fee levied to any group of a responsible nature permitting the members to camp overnight at a designated location in a park. The members of such group shall be supervised by an adequate number of responsible adults. The members of the group and/or adult supervisors in charge of a youth group shall comply with time, location, parking, and other conditions specified in the permit. Overnight camping shall not interfere with the use of the park or in any way be detrimental to the park.
- c. 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.
- d. House trailers, campers, or motorhomes may not be used for overnight sleeping purposes on any District property, except as otherwise provided in this Article.
- e. 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.

## SECTION 214 – FIREWORKS AND DANGEROUS OBJECTS

No person shall possess, discharge, set off, or cause to be discharged, in or into any District land 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, 5003, and 5008.

**SECTION 216 – WASHING**

Washing any portion of the body or cleansing any food, dishes, or utensils in park waters or water supply other than areas expressly designated for this use is prohibited.

**SECTION 217 – SWIMMING/WADING**

Swimming or wading in any park waters is prohibited except at places and times authorized by the General Manager.

**SECTION 218 – HOURS OF USE**

All parks, recreation areas, and open space areas within the District boundaries shall be open to the public from 7:00 am to 10:00 pm with the exception of the following parks:

Conejo Community Park:	7:00 am to 6:00 pm Oct – March 7:00 am to 8:00 pm April -Sept
Lynn Oaks Neighborhood Park:	7:00 am to 6:00 pm Oct. – March 7:00 am to 8:00 pm April – Sept.
Conejo Creek North Park:	7:00 am to 6:00 pm Nov – Feb 7:00 am to 7:00 pm March & Oct
Conejo Creek Dog Park	7:00 am to 8:00 pm April – Sept 7:00 am to 8:30 pm

No person, except those involved in District-sponsored programs, having valid permits, or with written permission from the General Manager shall enter or remain in any park or recreation area other than for those hours as listed above.

**SECTION 219 – FLORA AND TURF**

Removing or injuring any form of plant life on park property, including the removal of wood, turf, grass, 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.

**SECTION 220 – ARCHAEOLOGICAL FEATURES**

No person shall remove, injure, disfigure, deface, or destroy any object of paleontological, archaeological, or historical interest or value.

**SECTION 221 – GEOLOGICAL FEATURES**

No person shall destroy, disturb, mutilate, or remove earth, sand, gravel, minerals, rocks, or features of caves.



## **SECTION 222 – 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 restrained by substantial chain or leash not exceeding six feet in length and is in the charge, care, custody, or control of a competent person. Pets not properly leashed may be impounded and the owner cited.
- b. The removal of feces of animals that defecate on park property shall be the responsibility of the owner or custodian of said animal.
- c. 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.
- d. No animal shall graze in any park except on property leased for such purpose.
- e. No livestock shall be allowed in park waters.
- 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 (1) when necessary to avoid bodily harm, and (2) when fishing is allowed by the General Manager as provided under Section 209.
- 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 223 – ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, DANGEROUS DRUGS**

Patrons are not allowed on District property while under the influence of intoxicating liquors or dangerous drugs as defined under California Vehicle Code, Section 23152(a)(b). Under specific circumstances, consumption of alcohol is permitted on park property as outlined in Sections 224 and 412.

## **SECTION 224 – SALE OF ALCOHOLIC BEVERAGES**

Alcohol may be consumed by adults 21 years of age or over except in areas designated to prohibit the consumption of alcohol. A group desiring to sell alcoholic beverages in park areas or to sell alcoholic beverages in recreation facilities operated by the District must apply for an alcoholic beverage permit at the time of application for facility permit as contained in Articles III and V. Such alcoholic beverage permit shall be issued only to an individual of legal age. Adequate safeguards shall be provided to prohibit consumption by minors. Security guards may be required as defined under Section 512.

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, provisions in Section 107, 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 225 – 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 226 – FIRES IN DISTRICT PARKS**

Open fires in District parks and open space areas are prohibited except in designated areas. Briquettes and propane barbecues are the only combustible material authorized for barbecue or brazier use. Wood fires are authorized in identified areas such as fire rings by permit only and only during the period November 1 through May 31, or as may be otherwise designated. Wood fires in areas so designated shall require a fire permit from the District and the Ventura County Fire District. Briquette fires and propane barbecue requires District permits in Wildwood Park. Upon notice of park closure due to fire hazard warning by the fire district, all reservations shall be cancelled and affected areas closed to the public. It shall be the responsibility of every person igniting a fire to completely extinguish it (dead out) before leaving the park. Smoking is permitted except where specifically posted as a no smoking area. Smoking or disposal of cigarette, cigar or other tobacco-related products is prohibited within 25 feet of a playground or tot lot.

#### **SECTION 227 – DUMPING**

Dumping rocks, soil, grass clippings, branches, leaves, equipment, vehicles, furniture or accessories, or any other item or material is prohibited without prior written approval of the General Manager. Permits for disposal of acceptable fill material at acceptable locations may be obtained at District offices. Unauthorized dumping is punishable as a misdemeanor as indicated in Section 106.

#### **SECTION 228 – 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, field closures due to rain or refurbishment, and all posted areas.

#### **SECTION 229 – PARK CLOSURE**

The General Manager or a duly authorized representative 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 230 – ENTRY TO ACTIVITIES**

The General Manager, or a duly authorized representative, 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 231 – UNLAWFUL ADVERTISING**

It shall be unlawful for any person to place or maintain any sign, billboard, or advertisement on any District property.

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.

The provisions of this section shall not apply when a use permit has been issued by the General Manager.

#### **SECTION 232 – 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 233 – BOATING**

Boating shall not be allowed in park waters except with the permission of the General Manager, and then only in accordance with state laws regarding boating.

#### **SECTION 234 – 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 235 – 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 236 – SKATEBOARD, IN-LINE SKATING, ROLLER SKATING, BICYCLE, AND NON-MOTORIZED SCOOTER REGULATIONS**

With respect to any facility provided by the District for skateboarding, in-line skating, roller skating, bicycling, or non-motorized scooting:

- a. No person shall skateboard, in-line skate, roller skate, bicycle, or non-motorized scooter on or within District skating facilities without wearing a helmet, elbow and knee pads.
- b. Persons shall skateboard, in-line skate, roller skate, bicycle, and non-motorized scooter on or within District skating facilities at the designated times.
- c. . Any device not specifically a skateboard, in-line skate, roller skate, bicycle, or non-motorized scooter is prohibited.
- d. No alcohol or smoking is allowed within, or within 50 feet, of any facility provided for skateboarding, in-line skating, roller skating, bicycling, or non-motorized scooting.
- e. No glass beverage containers or food are allowed within the skating facility.
- f. Skateboarders, in-line skaters, roller skaters, bicyclers, and non-motorized scooterers shall at all times yield to pedestrians. No person shall skateboard, in-line skate, roller skate, bicycle, or non-motorize scooter in any area where signs are posted, or known to have been posted, prohibiting such activity.

## **SECTION 237 – DOG PARK RULES AND REGULATIONS**

1. Hours of operation are 7:00 a.m. to 8:30 p.m. The Dog Park may be closed at the discretion of the General Manager.
2. The Dog Park may be closed periodically during the year for special events.
3. Enter at your own risk. Adults and children assume all risks associated with the leash-free Dog Park. No children under 16 allowed without adult supervision. Small children must be within arm's reach of a supervising adult.
4. Dogs must display current license and be properly inoculated, healthy (no contagious conditions), and parasite-free.
5. Dogs are to be kept on a leash (not exceeding 6') when OUTSIDE the Dog Park fence at all times. Do not have your dog unleashed between your vehicle and gated entrance.
6. Leash and unleash your dog inside the double-gated holding area, not inside the Dog Park.
7. All dog owners must carry a leash, but no dogs shall be leashed once inside the park.

8. 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.
9. 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. Mutt mitts are provided.
10. **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. Aggressive dogs are defined as either vicious or dangerous dogs as designated in the California Food and Agricultural Code 31601-02-03. Furthermore, an aggressive dog is 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 the Food and Agricultural Code carries penalties not to exceed \$1000.
11. No airhorns or bullhorns are allowed.
12. No food of any kind is allowed inside the Dog Park, including people food.
13. No smoking within the fenced area.
14. 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 dog in the large dog section and one in the small dog section.
15. No female dogs in heat. No puppies under five months of age, due to their vulnerability to disease and injury.
16. People may not run or jump while within the Dog Park. Please remind your young children of this rule.
17. No grooming of dogs at this Dog Park.
18. When leaving the park, please remove all tennis balls, toys, or other personal items or they will be discarded.

#### **SECTION 238 - ENCROACHMENT**

1. No person shall encroach, or to make or cause to be made any encroachment, or to do any encroachment work upon, over, under, or within any District property, Wildwood Park, and open spaces, without first obtaining written permission from the General Manager.
2. Encroach and encroachment shall mean going upon, over, under, within, or using or doing work upon any District property, Wildwood Park, and open spaces so as to prevent, obstruct, or interfere with the normal use of the District property, Wildwood Park, and open spaces. Encroach and encroachment shall include the performance of any of the following acts:

- a. Constructing, placing, or maintaining any pathway, sidewalk, curb, gutter, driveway, surfacing, culvert, drainage facility, pipe, conduit, or cable on, over, under, or within District property, Wildwood Park, and open spaces;
- b. Erecting or maintaining any post, sign, banner, pole, fence, guard rail, wall, loading platform, or any other structure on, over, under, or within District property, Wildwood park, and open spaces;
- c. Planting any tree, shrub, grass, or growing thing within District property, Wildwood Park, and open spaces.

## **ARTICLE III**

### **WILDWOOD PARK AND CONEJO OPEN SPACE AREAS**

#### **SECTION 301 – EXCLUSIVE USE**

Wildwood Park and open space areas shall not be made available for exclusive use by any person, group, or organization.

#### **SECTION 302 – ACCESS**

The primary form of access into Wildwood Park and open space areas will be foot traffic; however, horseback is also permissible. Vehicular access to serve as an emergency vehicle or to deliver supplies to a permit camping group 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.

#### **SECTION 303 – OPENING AND CLOSING TIMES**

Wildwood Park and open space areas will be available to the general public between 7:00 a.m. and 7:00 p.m. or hours as otherwise posted.

#### **SECTION 304 – APPLICATION FOR USE**

Applications to reserve areas of park and open space areas will be processed in accordance with District procedures established in Article IV and Article V.

#### **SECTION 305 – FIRES**

The District ordinance regarding fires is contained in Section 226; in addition, the following policies shall apply to Wildwood Park and open space:

- a. Briquettes and gas stoves may be permitted year round with a permit issued by the District.
- b. Briquettes shall be the only permitted fuel for the barbecues; wood is prohibited.
- c. Smoking is prohibited in Wildwood and COSCA lands.
- d. It shall be the responsibility of every person igniting a fire to completely extinguish it (dead out).
- e. All open fires are prohibited except as otherwise provided in this Section.

#### **SECTION 306 – DAY USE**

Reservations are required for day use by groups of 25 or more persons in accordance with District procedures established in Articles IV and V.

## **SECTION 307 – OVERNIGHT CAMPING**

All provisions set forth in Section 213 shall apply to Wildwood Park and open space lands.

## **SECTION 308 – DOMESTIC PETS**

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 restrained by substantial chain or leash not exceeding six feet in length and is in the charge, care, custody, or control of a competent person. Pets not properly leashed may be impounded and the owner cited.

## **SECTION 309 – WADING AND SWIMMING**

Wading and swimming in park waters are prohibited.

## **SECTION 310 – TRAILS**

Unauthorized travel off designated trails is prohibited.

## **SECTION 311 – CLOSURE/TRESPASS**

Wildwood Park and any and all open space areas are subject to closure when deemed necessary by the General Manager or designated employees (inclusive of all Ranger staff), to protect public safety and/or protect the resources from damage or threat of damage. Any violation will constitute a trespass.

## **SECTION 312 – BICYCLES**

Bicycles shall be allowed in Wildwood Park and open space areas under the following restrictions:

- a. Bicycles must stay on designated trails 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 horses and pedestrians. “Yield” means slow down, establish 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 313 – **VEHICLES**

No vehicle will be operated or parked on any open space lands except where specifically permitted in Wildwood Park. An exception will be made for those vehicles that are authorized by the District for such use.

## SECTION 314 – **NATURE PRESERVES**

- a. 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.”
- b. Alcohol is prohibited in “Nature Preserves.”

## **ARTICLE IV**

### **REGULATIONS GOVERNING THE USE OF RECREATION BUILDINGS, ATHLETIC FIELDS, PICNIC AREAS, AND MOBILE STAGE**

#### **SECTION 401 – USE OF RECREATION CENTERS, PICNIC AREAS, MOBILE STAGE, AND ATHLETIC FIELDS**

Recreation centers, Reservable picnic areas, athletic fields within the District's community parks, and the mobile stage 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 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.

Any request that will place a major impact on a given facility will be subject to Board approval. All requests are subject to District priority-ranking classification (Section 406), and fee schedule (Section 502). The General Manager reserves the right to cancel any reservation upon one week's notice without cause and any time thereafter up to and during the reservation for good cause.

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. 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.

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**

Request for use shall be made in person. A minimum of 14 days' notice may be required for applications for indoor facilities and 30 days for the mobile stage. Applications for athletic facilities and picnic areas may be made three working days prior to the date of requested use. All applicable forms, payment of processing fee and insurance certificates must be submitted for a complete application; completed applications will be considered in the order received. An application will not be considered more than six months in advance of the requested use. A nonrefundable processing fee shall be paid at the time of applications.

#### **SECTION 403 – EXTENDED USAGE**

Facility usage may be granted for a maximum period of six months. Requests for facility usage exceeding six months are subject to administrative approval and will be reviewed each six months for compliance to the District priority schedule. Scheduled groups may be subject to

cancellation on 30 days' notice or when a determination is made in accordance with Section 104. 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 of operations as posted at the facility. Exceptions are subject to administrative approval.

#### **SECTION 405 – RENTAL PERIODS**

Building rental periods are based on an hourly rate with a four hour minimum. The time indicated on the application will reflect the actual event time, and includes setup and cleanup. . Field rental periods are based on an hourly rate with a two hour minimum.

#### **SECTION 406 – PRIORITY OF USE**

Use of facilities is based on 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 follows:

- I. Conejo Recreation and Park District-sponsored or joint-sponsored activities.
- II. Youth, family, or adult community recreation activities open to the general public, sponsored or conducted by recognized community organizations.
- III. Governmental agency meetings open to the public.
- IV. Groups conducting recreation activities that are restricted to members of the group (closed meeting).
- V. Non-recreation use, service organizational meetings, or restricted activities not open to the general public.
- VI. Groups conducting religious, sectarian, or political meetings.
- VII. Commercial use for financial gain.
- VIII. Out-of-District groups (51 percent of participants do not reside within District boundaries).

#### **SECTION 407 – DAMAGE TO DISTRICT PROPERTY**

Individuals or groups causing damage or excessive wear and tear to any building, 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.

## **SECTION 408 – MOBILE STAGE**

A Conejo Recreation and Park District employee shall be in attendance while the mobile stage is in use to ensure proper use of the equipment and safety of the patrons. Use will be restricted to activities of community-wide interest. Requests for uses other than community-wide events must be approved by the General Manager. Requests for use must be made at least 30 days prior to date of use. The District reserves the right to cancel use with a minimum of seven days' notice. Permittee agrees to hold the District harmless of any financial liability in the event of equipment failure. The stage may not be reserved by a group for more than one use per month without the approval of the General Manager. The stage shall be used only within the boundaries of the District unless approval is granted by the Board of Directors. Permittee shall be responsible for all damage to the stage.

## **SECTION 409 – USE OF RESERVEABLE 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 reserveable picnic areas from one hour before sunset until one hour after sunrise unless the park has appropriate lighting.

A group consisting of more than 50 persons must file a permit for a reserveable picnic area. Groups of fewer than 50 may use any designated reserveable or non-reserveable area of any park on a first-come, first-served basis, however, such groups must vacate any reserveable area at the time a permit group arrives. Neighborhood parks are non-reserveable unless permitted by the General Manager. Individual picnic tables are available on a first-come, first-served basis in all non-reserveable areas and all neighborhood parks.

## **SECTION 410 – SMOKING**

A person shall not Smoke on District Lands, unless otherwise permitted by the General Manager. This prohibition does not apply to parking lots. A person shall not dispose of used cigar or cigarette waste on District Lands unless the disposal of the cigar or cigarette waste is made in an appropriate waste receptacle.

## **SECTION 411 – ALCOHOL IN RECREATION BUILDINGS**

The sale, serving, or consumption of alcohol is prohibited in a recreation building except by a group making such a request all necessary permits have been approved and fees paid. (Section 224 and Sections 508 through 512.)

## **SECTION 412 – ALCOHOL IN PARKS**

Alcohol may be consumed by adults 21 years of age or over except in areas designated to prohibit the consumption of alcohol. The sale or serving of alcohol is not permitted in parks

except by a group making such a request and all necessary permits have been approved and all fees paid. The sale or serving of alcohol is prohibited at all sporting events except as approved by General Manager. (Refer to Section 415 for parks where all alcohol possession and consumption is prohibited, except by permit.)

#### **SECTION 413 – USE OF RESERVEABLE ATHLETIC FIELDS**

Certain athletic fields may be reserved for use of persons and groups. All applications for use 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 any reserveable field before 8:00 a.m. or beyond sunset unless the field has appropriate lighting.

Designated reserveable fields may be used by the community on a first come, first served basis however non-permitted groups must vacate when a permitted group arrives. If use by community is for organized games or scrimmages, a permit is required. Organizations participating in the Field Distribution process may use reserveable fields by permit only.

#### **SECTION 414 – 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.

#### **SECTION 415 – EXCLUSION OF ALCOHOL FROM SELECTED DISTRICT PARKS AND FACILITIES**

Except by permit, all alcohol possession shall be prohibited at El Parque de la Paz, Glenwood Neighborhood Park, Waverly Park, Conejo Creek West, Rancho Conejo Playfield, Estella Neighborhood Park, and Cypress Neighborhood Park.

## **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 Board of Directors shall establish reasonable fees for the use of District property. Fees and Classifications will be reviewed annually.

#### **SECTION 503 – BASIC RATE (BUILDING ONLY)**

During normal hours of operation of facilities as defined in Section 404, rates will include rooms, chairs, and tables. Rates do not include setup, cleanup, security, custodial service, exclusive use of recreation staff, and other services identified by staff in advance of permittee use. These services are available at an additional fee. When the facility is normally closed, additional fees will be assessed.

##### Mobile Stage

During normal hours of operation, rates include the use of the stage. Rates do not include transportation of stage to and from site, setup and breakdown, and a minimum of one staff member required to be on duty while stage is in operation.

##### Athletic Fields

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

- a. Use of the athletic fields and supporting structures.
- b. Use of outside restrooms.
- c. Basic turf management such as watering, mowing, and edging fields.

Basic rates do not include:

- a. Diamond preparation.
- b. Ballfield lining.
- c. Lighting.
- d. Removal or installation of athletic field equipment.
- e. Pitcher's mound.

- f. Special location of base anchors, goals, bleachers, or other equipment.
- g. Cleaning of the area following the event.

### Picnic Area

During normal hours of operation, rates include picnic tables and barbecue, where available, and outdoor restrooms. Rates do not include supervision or special setup of tables.

## **SECTION 504 - CLASSIFICATION OF FACILITY USES AND FEE CHARGES**

### **Class 1**

Recognized youth recreation oriented volunteer organizations that are non-profit, tax exempt or not-for-profit whose primary purpose is to provide recreation. The program is open to the public for recreation activities and meetings.

### **Class 2**

- A. Recognized adult recreation-oriented volunteer organizations that are non-profit, tax exempt, or not-for-profit whose primary purpose is to provide recreation. The program is open to the public for recreation activities and meetings. This classification includes league play.
- B. Youth “club” sports organizations and teams in which players are selected and cut, play in leagues outside District boundaries, and have no geographical boundaries for recruitment.

### **Class 3**

Use by a local community organization or local non-profit organization, including fundraising by such organization that does not support community recreation activities.

### **Class 4**

- A. Individuals, groups and organizations that hold private functions including but not limited to such functions as weddings, wedding receptions, Bar Mitzvahs, Quinicineras, and family parties.
- B. Non-profit groups and organizations that have closed memberships such as: fraternal clubs, political, religious, and union meetings.
- C. Private school activities.
- D. Fundraising events by non-local groups or organizations when the proceeds do not benefit local recreation activities.
- E. Adult team practices and individual youth team practices not included in field distribution allocation.
- F. Youth recreation league team practices conducted with paid coaches/staff. This may include club team use.

### **Class 5**

Full Basic Rate plus up to 25 percent of gross receipts or a negotiated flat fee. In District commercial use for financial gain.

### **Class 6**

- A. Any use, recreation or non-recreational when more than 50 percent of the participants reside outside the District.
- B. Out of District commercial use for financial gain is full basic rate plus 50 percent plus up to 25 percent of gross receipts or a negotiated flat fee.

### **Class 7**

Fees for government agencies such as city, county, school district, federal, or state are set by the General Manager.

Each Class of facility user will pay a percentage of the full basic rate for use of District facilities. The full basic rate and percentage amount for each classification will be established by the Board of Directors in accordance with Section 502.

## **SECTION 505 - ADDITIONAL CHARGES OVER BASIC RATE**

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

- a. When a facility is not normally open and recreation staff or custodian is required to be on duty. The minimum hourly coverage for custodian is three hours.
- b. When staff is needed for setup, breakdown, or cleanup of recreation facility, field preparation or other maintenance duties.
- c. When recreation staff is needed for facility control.
- d. When extraordinary use requires field renovation or rehabilitation.
- e. When ballfield lights or other special equipment are required.
- f. When facility damage and/or liability insurance fees are required.

The determination of requirements for additional personnel and associated charges shall be made by the park administrator and/or recreation administrator.

## **SECTION 506 - REFUNDABLE DEPOSITS**

The District Board of Directors shall establish reasonable deposits for the use of District property. Deposit amounts will be reviewed annually. Deposits may be withheld to cover expenses incurred by patron's use of facilities such as any damage, cleaning, extended time facility used, and misrepresentation of event, including the number of people attending.

## **SECTION 507 - PAYMENT OF DEPOSITS AND FEES**



The refundable deposits shall be required within five working days after the written application is approved. The balance shall be paid two weeks prior to scheduled event.

#### **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**

Setup, breakdown, and basic cleanup will be the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted ten (10) days prior to the event. Changes after the final setup shall be the responsibility of the user.

#### **SECTION 510 - DECORATIONS**

When decorations are to be used, prior approval shall be obtained by the user from the District representative. Use of lighted candles or any other open or enclosed flame is prohibited unless such use is approved by the Ventura County Fire Marshal.

#### **SECTION 511 - FACILITY USE REFUND POLICY**

The District Board of Directors shall establish a facility use refund policy. This policy will be reviewed annually.

#### **SECTION 512 - 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.
- b. When alcohol is being served, sold, or consumed.
- c. When additional precautions are deemed necessary due to the nature of the event.

Security guards may be arranged by permittee with the approval of the District from an approved security agency or law enforcement agency. The applicant shall be responsible for payment of fees for such service. Additional security measures may be required to protect the general public and District property. When security is required by the District or requested by the applicant, application requires approval by the General Manager.

#### **SECTION 513 - WAIVERS**

Fees and deposits may be waived by the General Manager or the Board of Directors.

#### **SECTION 514 - FILMING**

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 or a delegated representative with the following stipulations:

- a. Completion of a commercial filming permit and compliance with its contents. Requests may be received by letter, telephone, or in person.
- b. A certificate of insurance naming the District as coinsured on the day or days of filming with the limits of \$500,000/\$500,000 for public liability and property liability, which must be on file with the District prior to approval of the permit.
- c. The District Board of Directors shall assess a fee for the use of public property for commercial purposes. This fee will be reviewed annually.
- d. The applicant shall 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 an authorized agent. 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.
- e. The applicant shall be responsible for complete replacement, refurbishing, or payment to the District for any damaged, destroyed, or otherwise disturbed furnishings or property during the time of the filming for which the permit applies.
- f. All or a portion of the fees may be waived by the General Manager or an authorized agent for productions when the primary purpose is educational, religious, or training and said organization is a nonprofit corporation within the State of California.

#### **SECTION 515 - LIABILITY INSURANCE**

A certificate of insurance naming the District as an additional insured must be submitted five 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. The amount of liability insurance required shall be determined by the District and may be waived only by action of the General Manager or the Board of Directors.

#### **SECTION 516 – PARKING FEES**

When so determined by the General Manager, in order to protect the public health, safety, and welfare of District resources, a parking fee may be charged for use of District facilities. The General Manager is authorized to determine the fee structure to recoup the costs associated with that protection.