



Riverside County Regional Park and Open-Space District

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District Special Event Process

District Planning Guide (DPG)

The DPG is an internal permitting document for all District events and includes the following components:

- Event summary
- Staff assignments
- Budget request
- Marketing and material requests
- Event permits and safety protocols
- Volunteer requests
- Site maps
- Event Evaluation

All District events must follow the [District Planning Guide Order of Operation](#)

When do I need to complete a DPG?

Events coordinators are required to complete a DPG if the event meets one of the criteria:

- Requires a State or County permit
- Requires a County-wide email blast or social media post
- Meets RivCoRadar requirements
- Utilizes Outdoor Equity or District Event Funds
- Event is co-sponsored by another organization but the District is the primary organizer

When is a DPG not needed?

- Event does not meet any of the requirements previously stated
- Hosting Park or Interpretative activities/programming (Ex. Campfire stories, summer camps & Movies in the Park)
- Events hosted by customers
- Volunteer events
- Event is co-sponsored by the District but the District is **NOT** the primary organizer

Facility Use Agreement (FUA)

The FUA permitting document is utilized by Guest Services to permit customer events and includes the following components:

- Event summary



- Insurance
- Good Faith Agreement
- Participant waiver
- County & District rules and regulations
- Cost summary

When do I need to complete an FUA?

In most cases, FUA's are not filled out by District staff. If you have an external partner or customer wishing to host an event or activity, refer them to Guest Services for processing.

When is a FUA not needed?

- District events
- Volunteer events
- Day use activities such as fishing and camping

Volunteer Work Plan

Volunteer events should be coordinated through Volunteer Services. All event activities will require a Volunteer Work Plan prior to approving events.

When do I need a Volunteer Work Plan?

- Group activities hosted by the District, private companies and non-profits.
- Special events that are specifically for volunteer activities such as Earth Day, and reserve cleanups.
- Adapt A-Trail activities.

When is a Volunteer Work Plan not needed?

- District Special Events that fall into DPG
- External

District Programming and Activities

Programming and activities are typically held during normal operating hours at Nature Centers, Historic Sites and Regional Parks. Common programs and activities include:

- Field trips
- Summer camps
- Campfire stories
- Stargazing
- Movies in the Park
- Knee High Naturalist

Although a DPG or FUA is not required to host programs and activities, it is encouraged that a planning document is created for budget tracking, evaluations and to be better equipped if an incident takes place.

District Event Calendar

On an annual basis, Marketing will develop a District Event Guide that highlights all events within RivCoParks.

- Events will be prioritized based on the following parameters:
 1. Annual Events & Grant Funded (Duck Daze & WOW)
 2. Outdoor Equity (Fishing Clinics & Outdoor Explorer)
 3. All other events
- Two District Events may not be held on the same day
- All District events must follow the [District Planning Guide Order of Operation](#)
- Every December, Marketing will contact each Bureau to begin developing the District Event Guide
- District Event Guide will be published January each year