



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 7.3

Employee and Volunteer Use of District Facilities

I. POLICY

It is a goal of the Riverside County Regional Park & Open-Space District (District) to provide access for District personnel and registered volunteers to use District facilities to promote knowledge and awareness.

II. PURPOSE

To establish a procedure for District employees, registered volunteers, and their immediate families for use of District facilities.

III. PROCEDURE

- A. A District Identification Card shall be utilized to verify each regular, seasonal, and temporary employee's and registered volunteer's current status with the District.
- B. The Identification Card must be presented at the kiosk, check stand, or reception desk to be eligible for reduced or waived fees.
- C. All general and specific rules, regulations, procedures, and policies for the use of the facilities by the general public also apply to employees and registered volunteers. Employees and registered volunteers shall have no other special privileges for the unofficial use of any District facility and will be treated as citizens in accordance with County Ordinance 328 and all other laws.
- D. If an employee or registered volunteer fails to show up for their reservation and does not cancel, habitually cancels reservations, or does not follow park or reservation rules, they may be denied future reservations or reduced/waived fees.
- E. Reservations may be made by calling the *Guest Services* Supervisor at (800) 234-7275 or (951) 955-7394. Reservations Supervisor approval is required for all employee or volunteer reservations. Employees or registered volunteers are prohibited from making their own reservation through the reservation system.



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F. Facility Use Defined:

1. DAY USE:

- a. Day Use is defined as the Park entry fee per person or per vehicle.
- b. Employees, registered volunteers, and their immediate family members shall have free day use at District parks, limited to one vehicle per employee. All eligible family members must arrive in the same vehicle.
- c. Each employee or registered volunteer must present a District identification card at the kiosk/check stand to be granted free admission.

2. FISHING:

- a. Employees, registered volunteers and their immediate family members may fish free of charge. All eligible family members must arrive in the same vehicle and be accompanied by employee or registered volunteer.
- b. Each employee or registered volunteer must have a valid California State fishing license in order to fish and must comply with fishing rules and regulations.

3. CAMPGROUNDS:

- a. Employees, registered volunteers, and their immediate family members will have free use of campsite as long as all arrive and stay in the same campsite. All park rules apply.
- b. Camp hosts may not book a free campsite at their host park.
- c. The employee or registered volunteer shall make the reservation up to 12 months in advance of the date of arrival.
- d. Employees and registered volunteers are limited to reserving one (1) free individual or group campsite at any given time. Additional sites shall be paid at the regular price in effect at the time.



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- e. If a paying customer requests the same date a minimum of two weeks prior to the reservation date, the employee or registered volunteer shall be contacted and shall have the option to pay the full reservation fee or forfeit the reservation.
 - f. Holidays, holiday weekends, and special event weekend dates are not available for waived fees or reservations within this policy.
4. LAWLER LODGE & LAWLER ALPINE CABINS:
- a. A fee of \$10 shall be paid by the employee or registered volunteer during cold weather and winter months to cover the cost of heating.
 - b. The employee or registered volunteer shall make the reservation up to 12 months in advance of the date of arrival.
 - c. If a paying customer requests the same date a minimum of two weeks prior to the reservation date, the employee or registered volunteer shall be contacted and shall have the option to pay the full reservation fee or forfeit the reservation.
 - d. The use of Lawler Lodge or Lawler Alpine Cabins by an employee/registered volunteer is restricted to times when the facility is not already reserved.
 - e. Holidays, holiday weekends, and special event weekend dates are not available for waived fees or reservations within this policy.
 - f. Employees or registered volunteers that do not adhere to lodge/cabin guidelines and park rules may be denied future use or may be required to pay the applicable deposit.
5. CABINS AT RANCHO JURUPA PARK:
- a. The employee or registered volunteer shall make the reservation up to 12 months in advance and no later than two weeks prior to the date of arrival and shall pay normal applicable reservation fees.
 - b. The minimum two day reservation requirement and deposit does not apply for employees or registered volunteers.



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- c. Employees or registered volunteers that do not adhere to cabin guidelines and park rules may be denied future use or may be required to pay the applicable deposit.
6. DAY USE SHELTERS AT DISTRICT REGIONAL PARKS:
 - a. The employee or registered volunteer shall make the reservation up to 12 months in advance and no later than two weeks prior to the date of arrival and will have free use of shelter.
 - b. If a paying customer requests the same date a minimum of two weeks prior to the reservation date, the employee or registered volunteer shall be contacted and shall have the option to pay the full reservation fee or forfeit the reservation.
 - c. The use of the Shelters by an employee or registered volunteer is restricted to times when the facility is not booked.
 - d. Holidays, holiday weekends, and special event weekend dates are not available for waived fees or reservations within this policy.

RivCo Parks Policy 7.3

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Original Issue Date: June 22, 2011

Office of Primary Responsibility: Recreation Bureau

Editor: Lohr, Matt, Superintendent

Reviewed by: Brown, Kyla, Chief – Parks & Recreation

Approved by: Bangle, Scott, General Manager/Parks Director

Date Approved: April 3, 2017

Previous Revision Dates: September 21, 2011