



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 6.1

Special Events and Interim Use of District Facilities

I. POLICY

It is the policy of the District to allow for non-District use of District owned and operated facilities for special events and other interim uses in compliance with Board of Supervisors Policy H-20. This policy further defines the procedures for processing such requests for use.

II. PURPOSE

To allow for interim use and special events within District owned and operated facilities to the maximum extent possible while maintaining compatibility with the District facility's primary mission and remaining in balance with the surrounding neighborhood and environment.

III. DEFINITIONS

The following terms shall have the following meanings for the purpose of this policy:

- A. **District Facility** Land, buildings, parks and park amenities, or other developed properties owned or leased by the District for governmental purposes.
- B. **Special Event** A specific activity including, but not limited to, festivals, meetings, programs, or other use held at a District facility which is not a normal or sponsored function of District operations.
- C. **Major Special Event** A special event at which 5,000 or more people are expected to attend, or in which the entire facility will be unavailable for use by the general public during the special event.
- D. **Intermediate Special Event** A special event at which less than 5,000 people but more than 500 people are expected to attend during the special event and during which normal facility operations and use by the general public may take place.



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- E. **Minor Special Event** A special event at which less than 500 people are expected to attend and normal facility operations and use by the general public may take place.
- F. **Applicant** The individual, organization (private, public or non-profit) applying for use of a District facility for a special event or interim use.
- G. All other definitions identified within Board of Supervisors Policy H-20 (Policy H-20).

IV. PROCEDURE

Consideration of approval for special events within District owned or operated facilities shall comply with all identified sections within Policy H-20, and are further defined by the District to include:

- A. **APPLICATION** – In accordance with Policy H-20, all applicants will submit a complete Special Event Application, including a County/District-approved Indemnification Agreement and a certificate of insurance evidencing required insurance coverage, along with the appropriate processing fee as well as the identified facility and/or deposit fee required. All applicants shall receive an application package including, but not limited to:
 - 1. Special Event Application
 - 2. Checklist of necessary items constituting a complete application
 - 3. A copy of Board Policy A-28 (Commercial Solicitation in County Facilities)
 - 4. A copy of Board Policy A-23 (Non-Smoking Policy)
 - 5. A copy of Board Policy H-21 (Use of Alcoholic Beverages in County Facilities)
 - 6. A copy of County Ordinance 655 regulating light pollution
 - 7. Any unique requirements applicable to the facility being requested
 - 8. A copy of the County/District Approved Indemnification Agreement
 - 9. A copy of the District-approved release form (applicable for events with third party participation)



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10. An Acknowledgement Form to be signed by the applicant upon receiving the package.
- B. **REVIEW** – Depending upon the type of special event and location proposed, the applicant shall receive District and County review (as outlined in Sections E and F below). At a minimum, all applications shall be reviewed by District Park Operations, County Counsel and Risk Management. In addition, the following Department or agency reviews may be applicable depending on the number of people, types of activities and type of impact predicted.
1. **Riverside County Sheriff's Department (RCSD):** All Major special events and any Intermediate or Minor special events which are determined to need law enforcement or traffic control on RCSD patrolled roads. Law Enforcement provided by the RCSD is upon prior arrangement and RCSD command approval of responsibilities. Traffic control by the RCSD may be provided based upon prior arrangement. Costs are determined based upon the current approved extra-duty rate.
 2. **California Highway Patrol (CHP):** All Major special events and any Intermediate or Minor special events which may have an impact on state highways or roads patrolled by the CHP. Traffic control provided by the CHP is upon prior arrangement and the costs are determined upon the approved rates.
 3. **State of California Alcoholic Beverage Control (ABC):** All special events or other interim use allowing, serving, providing, or selling any type of alcoholic beverage will require that the applicant obtain the appropriate license from the ABC.
 4. **CAL FIRE/Riverside County Fire Department:** All Major special events and any Intermediate or Minor special events in which temporary structures shall be used or when proposed activities may increase the risk of fire during the event.



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5. **Riverside County Department of Environmental Health (EH):** All special events desiring to have amplified sound outside of the parameters established by County Ordinance No. 847 (Regulating Noise) and all special events serving food as part of the proposed event activities.

6. **Riverside County Board of Supervisors (District Board of Directors):** All Major special events shall require approval of the Board of Supervisors/District Board of Directors. A Board letter (Form 11) shall be submitted a minimum of 60 days prior to the date of the proposed use. The letter will contain an operations plan including, but not limited to:
 - a) A complete narrative description of the proposed special event or interim use, including the reasons the proposed use is considered compatible;
 - b) Special event or interim use mission and objectives;
 - c) A summary of the applicant's previous experience conducting similar events or interim uses;
 - d) Logistical plans, including fire and security protection, parking, first aid/medical considerations, and communications plans.
 - e) Applicable fees, estimated revenue, and estimated economic impact to the surrounding community, if applicable.
 - f) The complete application packet and approvals along with review notes shall be provided, along with applicable promotional literature, if available.
 - g) Any additional information that may assist the Board in understanding the proposed event or use.

7. **Local Cities/Municipalities or Other Governing Agencies:** All Major special events proposed at District facilities within an incorporated city or on property owned by a water district, may require additional review/approval by the governing agency depending upon their adopted policies and ordinances.



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- C. **FEES AND DEPOSITS** – Approved fees and deposits shall be established and collected in accordance with the District’s annual Use Fee Resolution.
1. **Application Fee** – The approved application fee is due upon submittal of the application. Review shall not commence until the fee is paid in full.
 2. **Deposit** – Deposits are required for all Major special events and for Intermediate and Minor special events as determined during the review process. Submittal deadline for the deposit shall be identified within the Special Event Permit (Concessionaire Agreement).
 3. **Event Fees** – Approved fees shall totally recover the reasonable and necessary costs incurred in the use of the facility and may include, but are not limited to, maintenance, repairs, capital replacement (depreciation), administrative overhead, materials, equipment, utilities, and labor.
- D. **SUBMITTAL DEADLINES** – Depending on the type of proposed event or use, the application submittal deadline is as follows:
1. For Intermediate and Minor special events or interim use where Review types 1 through 7 are not applicable, the submittal deadline is 60 days prior to the proposed date(s) of the event.
 2. For all Major special events and Intermediate and Minor special events where additional reviews are required, the submittal deadline shall be 180 days prior to the proposed event date(s).
 3. Certain events, depending upon proposed activities, may require additional submittal deadline requirements to allow for appropriate review and approval.
- E. **DISTRICT REVIEW PROCESS** – Upon receipt of the completed Special Event Application and required documents and fees, the application shall be reviewed by the District as follows:



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1. **Coordinator Review** – The designated coordinator shall accept the application and review for completeness. Additional questions may be asked to clarify proposed use. Review requirements will be assessed.
 2. **Site Supervisor Review** – The completed application shall be forwarded to the site supervisor for review to determine availability of the facility and compatibility of use. In addition, applicable fees shall be determined.
 3. **Planner Review** – The application shall be reviewed by planning staff to determine applicable ordinances, CEQA, and additional requirements the applicant is subject to adhere to.
 3. **Site Manager/Bureau Chief Review** – The application shall be reviewed along with the recommendations of the coordinator and site supervisor. If the applicant has met all requirements, application shall be forwarded for additional review as outlined in Section B.
 4. **General Manager Review** – Upon review/approval by all affected agencies and departments, the General Manager or designee shall review and determine approval.
- F. **COUNTY REVIEW PROCESS** - Upon completion of the District Review Process, the complete application packet shall be routed through all review departments as required. Applications shall be routed simultaneously to expedite the review process and shall be routed electronically whenever applicable and appropriate. County Review shall be completed within 30 calendar days.
- G. **PROCESS FOR ADDITIONAL REVIEW** – Additional agency review (as identified in section B above) may be required. Upon completion of the District and County review process, the completed application package shall be routed by the Coordinator to all additional review agencies as required. Applications shall be routed simultaneously and electronically when possible to expedite the review process.



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- H. **ADDITIONAL REQUIREMENTS** – Additional requirements, in accordance with Policy H-20, shall include but are not limited to:
1. Applicants shall not promote, advertise, sell or furnish tickets to the special event or other interim use until such time as formally authorized, in writing, by the District.
 2. A disclaimer shall be placed on all flyers, posters, and advertising stating, “Not recommended by or affiliated with Riverside County and/or Riverside County Regional Park and Open-Space District” in 10 or 12 point type.
- I. **POINT OF CONTACT/DISTRICT LIAISON** – The District’s liaison and the point of contact for the applicant shall be the Recreation Coordinator, or other designee. All communications shall take place through the District liaison, including the routing of the application through County and other agencies.
- J. **EXEMPTIONS** – Events co-sponsored or sponsored by the District or County shall be exempt from this policy. District recreation facilities in which special events are part of the normal business operation, including reservations of the entire facility for private use, shall be exempt from this policy. District facilities within this classification include Crestmore Manor, The Cove Waterpark, DropZone Waterpark, Jurupa Valley Boxing Club and Rancho Jurupa Regional Sports Park.

Further, interim uses involving commercial filming shall be exempt from this policy and shall continue to be regulated under Ordinance 634.1.

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Original Issue Date: 9/12/2013

Office of Primary Responsibility: Recreation Bureau

Editor: Brown, Kyla R., Chief - Parks and Recreation

Reviewed by: Hamlett, Cynthia L., Staff Writer

Approved by: District Advisory Commission

Date Approved: 9/12/2013

Previous Revision Dates: