

Special Use/Special Events Policies & Procedures

All special use and special event requests for District facilities shall be considered on an individual basis and are at the discretion of the District.

Uses of District facilities not listed in the Fee Schedule shall be considered "Special Use".

A special event is any temporary organized event or planned group activity or gathering with an estimated number of participants and spectators of 75 or more during any day of the event.

Special events that are held entirely within an indoor facility shall be governed by that facilities fees, rules and regulations, and guidelines.

A Special Event Permit may be required of outdoor special events that involve one or more of the following activities on District property:

- a) Sale or distribution of goods, merchandise, food or beverage, (including alcohol)
- b) Erection of a tent 400 square feet or larger
- c) Installation of a stage, band shell, trailer, van, inflatable apparatus, portable building or toilet, grandstand or bleacher or any other large-scale temporary structure for public use
- d) Use of amplified sound
- e) Promotional advertising or sponsorships activities
- f) Walk/run route
- g) Commercial filming
- h) Parking needs exceed the capacity of the venue
- i) An admission fee is charged
- j) Any activity that restricts the general public use of District property
- k) Any activity that is advertised and open to the general public

Examples of special events that require permits include: festivals, parades, running/walking events, farmer's markets, concerts, circuses, fairs, community events, fund-raising events, private parties, promotional events, and bicycle races or tours.

Upon review of any facility use application, the District Administrator or his/her designate shall determine if the proposed use is considered a special use or special event based on the above criteria. If so, an additional Special Use/Special Event application must be submitted in addition to the standard facility application. Applications for special events must be submitted at least twelve (12) weeks in advance of the date requested. The application for Special Use/Special Event will include a full description of the use/event including but not limited to date, time, and location of the use/event; description of the sponsoring individual/group/agency; purpose of the use/event; and a detailed diagram of the use/event layout. Also included shall be a description of any special apparatus, equipment, or structure that is being proposed for the event and special utility requirements needed.

If the use/event is approved, the District Administrator (or his/her designate, with approval from the Administrator) will determine fees for the use according to the established event fee guidelines. After fee determination, a Special Use/Special Event contract will be created, agreed upon by the applicant and District Administrator, and submitted for final approval by the Board of Directors.

SPECIAL EVENT FEE GUIDELINES

<u>Group</u>	<u>Attendance</u>	<u>Amount</u>
Non-Profit/Schools	Over 50 People	\$318 Per Day
Non-Profit/Schools	Over 200 People	\$573 Per Day
Non-Profit/Schools	Over 500 People	\$954 Per Day
Private/Commercial	Over 50 People	\$382 Per Day
Private/Commercial	Over 200 People	\$700 Per Day
Private/Commercial	Over 500 People	\$1,147 Per Day
Damage Deposit	Refundable	\$500
Power & Water Service	Non-Refundable	TBD

SERVICE FEES

Depending on event requirements, the following charges may be assessed in addition to rental fees. Fees listed here are limited to those charged by the Orangevale Recreation & Park District. Additional fees may be required for permits or services from other agencies or service providers.

Staffing charges

Charges for staffing of rentals shall be assessed to cover the District's cost of the staff required for the rental. The number of staff will be determined by the nature of the activity, with a minimum of one (1) staff. Charges for staff shall be determined annually and published in the Orangevale Recreation & Park District Fee Schedule. Billable rates for District staff shall be established and reviewed annually and published in the ORPD Fee Schedule.

Field and Maintenance Services

Charges for field and maintenance services shall be determined annually and published in the Orangevale Recreation & Park District Fee Schedule. Field services include preparation of softball fields including dragging, watering, and lining and striping of fields for sports. Field services are only available when requested a minimum of seven (7) days in advance of the use. Fulfillment of requests for field services made less than seven (7) days shall be at the discretion of the District.

Utility Services

Charges for utility services, such as electricity shall be based on the actual cost to provide such services. These services are only available when requested a minimum of fourteen (14) days in advance of the use. Fulfillment of requests for utility services made less than fourteen (14) days shall be at the discretion of the District.

Additional Charges

Additional charges may be levied over standard rates under the following conditions:

- a) When the usage occurs outside regular operating hours of the facility and staff is required to be on duty during the event.
- b) When additional District staff is needed for facility control or activity supervision.
- c) When a special set-up or clean up of recreation facility is required.
- d) When equipment is requested that is not normally located at the rented facility.
- e) When specialized District-owned equipment is used.

Additional charges for services rendered or repair of damages will be retained out of rental deposits. If the amount of deposits is insufficient to cover the additional charges, applicant will be billed with payment due within thirty (30) days.

Insurance Requirements for Special Use/Special Event Rentals

INSURANCE REQUIREMENTS

The Orangevale Recreation & Park District requires all persons renting District facilities to provide the District with a Certificate of Insurance, endorsing the District as additional insured, for a specified amount of general liability insurance. The following are the dollar amounts of coverage required for using District facilities:

FACILITY

Orangevale Outdoor Facility.....	\$500,000 - \$1,000,000
Orangevale Horse Arena.....	\$1,000,000 - \$2,000,000

- ◆ The District reserves the right to require higher coverage for “moderate” or “high risk” activities.
- ◆ Approved insurance certificates must be on file in the District office prior to the use/rental date(s).
- ◆ Certificate should be received at least 10 working days in advance of the use/rental date.
- ◆ The policyholder on the insurance must be listed as the “Permittee” on the Orangevale Recreation & Park District Facility Use Application.

HOW DO I GET INSURANCE FOR MY EVENT?

1. **Provide your own.** If you carry general liability insurance on a home or business you own, you may be able to provide your insurance coverage by adding a “rider” on your existing policy. If your community or non-profit group is sponsoring the event(s), the group may have an existing policy that a “rider” may be added to provide the required insurance coverage.

A. **If you wish to provide your own insurance, you should contact your insurance agent.** Let your insurance agent know you are utilizing Orangevale Recreation & Park District facilities and that you need general liability insurance coverage for your event in the amount specified above. Also let your agent know that you must provide a certificate of insurance showing coverage limits AND an “endorsement” or “rider” naming the Orangevale Recreation & Park District as additional insured with the following wording:

“The Orangevale Recreation & Park District, its officers, servants, agents, and employees is added as additionally insured for use of [specify facility being used] for [event name] on [event date(s)].”

SAMPLE WORDING for single use:

“The Orangevale Recreation & Park District, its officers, servers, agents, and employees, is added as additionally insured for use of the “Orangevale Community Park” for a “Special Event” on March 1, 2014.”

SAMPLE WORDING for multiple uses, specific time period:

“The Orangevale Recreation & Park District, its officers, servers, agents, and employees, is added as additionally insured for use of the “Orangevale Community Park” for “Special Event” January 1, 2014 through March 30, 2014.”

SAMPLE WORDING for multiple uses, for the term of the policy:

“The Orangevale Recreation & Park District, its officers, servers, agents, and employees, is added as additionally insured for use of the “Orangevale Community Park” for “Special Event” on various dates for the term of the policy.”

If your policy can provide the required insurance, your agent will contact your insurance company and request issuance of a *Certificate of Insurance* and endorsement. A fee may be required from your insurance company to issue the certificate.

- B. ***Have the original Certificate of Insurance and endorsement sent to the Orangevale Recreation & Park District.*** The District must have an approved original Certificate and endorsement on file prior to your event. If time is short, a fax copy will be accepted pending the receipt of the original. The original may be hand delivered, mailed or e-mailed from the insurance company. Submit certificates to the District Office for approval at least 10 working days prior to your event. This allows time for any necessary corrections to be made to the certificate or endorsement.
2. ***Purchase insurance through Orangevale Recreation & Park District.*** If you cannot or do not wish to provide your own insurance, you may be able to purchase insurance from Special Event Liability Insurance Trust, RPG through the Orangevale Recreation & Park District. Event type, risk, and number of attendees determine fees for this insurance. Rates for the program are determined each January. Therefore, Orangevale Recreation & Park District cannot guarantee insurance rates or coverage for events booked beyond the January renewal date. Certain high-risk activities are not eligible for coverage under this program.

If you wish to purchase insurance, the following should be done:

- A. *Orangevale Recreation & Park District Building/Room Rental Application.* If you wish to purchase from the Orangevale Recreation & Park District, indicate so by checking the appropriate box on the Building/Room Rental Application Form.
- B. *Pay insurance fees.* Once your event is approved for coverage, you will be assessed the appropriate fees and issued an insurance policy.

Please remember that this coverage is for third party liability and does not cover damage to the facility. Restitution for any damage to the facility is the responsibility of the permittee.