



## Orangevale Recreation & Park District

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### 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.

## 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.....	\$1,000,000
Orangevale Horse Arena.....	\$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.