



SPECIAL EVENTS

INTRODUCTION

Permit applications must be received by JCS D Parks and Recreation Department no later than forty-five (45) days prior to the actual date of your event. Any organized activity involving the use of park facilities in a manner that varies from its current use, requires a permit. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the event. We hope that you find these instructions helpful in completing your Application.

PERMIT PROCESS

The permit application process begins with your completed Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Throughout the review process you will be notified if your event requires additional information, permits, licenses or certificates. During our initial application screening process, you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before issuing a Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

GENERAL PARK USAGE POLICIES AND CONDITIONS OF USE FOR ALL DISTRICT-OWNED/ LEASED FACILITIES

INITIAL _____

1. In order to ensure the maximum benefit of available resources, the DISTRICT requires that any organized group wishing to engage in planned activities in DISTRICT Facilities obtain prior approval through the application process
2. General park hours are Dawn – 10PM. However, no game or organized activity is allowed to start before 8:00 AM and all night activities must be completed prior to 10 p.m. Lights will go out at 10:00 p.m. sharp!
3. Noisemakers, of any kind (i.e. air horns, rattle cans, etc.), are not allowed on the Facilities' grounds, including parking areas
4. PA systems must be approved prior to use
5. Vehicles, other than those approved for maintenance, are not permitted beyond the confines of the parking lot

6. No keys issued by the DISTRICT may be duplicated
7. No alcoholic beverages including beer and wine or illegal drugs may be in possession or consumed on the Facilities, including parking areas. A report of these types of incidents will be forwarded to the Sheriff's office for appropriate action
8. Glass containers are prohibited at all outdoor facilities
9. No one shall impede, intimidate, harass, annoy or otherwise obstruct in any manner authorized users of the Facilities. All disputes concerning the use of Facilities shall be immediately addressed to the DISTRICT'S Parks Department
10. No one shall attach or affix signage to any portion of the Facilities including but not limited to the Facilities, trees, signposts, backstops or other public property without the DISTRICT'S prior written consent. (See Attachment G)
11. Skate boarding, cycling, and or rollerblading expressly prohibited on or around concession stands, bleacher areas, on any railing, curb, or other structure outside of those areas specifically designated for such use. Activities commonly referred to as "grinding" are expressly prohibited outside of the skate park facilities
12. A helmet, knee pads, and elbow pads are required while using JCSD skate park facilities
13. Commercial solicitation in any manner or for any purpose, and or the sales or offer for sale of any goods, wares, or merchandise, and or the distribution of any advertising matter or literature for a commercial purpose is expressly prohibited without the advanced written approval of the DISTRICT
14. Smoking is prohibited in all District owned buildings and within 100' of any playground, athletic field/court, skate park, or roller rink

CONDITIONS OF USE

INITIAL _____

1. Permits are granted subject to observance of all GENERAL USAGE POLICIES and CONDITIONS OF USE, Permits may be revoked at any time for violation of either.
2. USER must have an approved and signed application specific to the facility in question available for immediate inspection for the duration of use.
3. Usage must be compatible with the established purpose of the reserved facility.
4. Usage shall not involve business or commercial activities, except by special agreement.
5. USER is responsible for obtaining permits from the Riverside County Department of Health Services for the operation and sale of food items in the concession buildings. The District is not responsible for food permits which have been revoked due to failure to meet the Riverside County Department of Health Services rules and regulations.
6. USER shall ensure that the use of the Facilities does not result in damage to property including, but not limited to, damage to the landscaping, buildings, parking lots, fields (other than normal wear and tear), bleachers, etc. USER may be held responsible for the costs of restoring the property to its original condition.
7. Litter, trash and debris shall not be allowed to accumulate, and the USER will ensure that the Facilities are free from such matter before leaving the premises. Turn off building lights, electrical and/or gas appliances, etc. Secure all buildings, restrooms, and gates prior to leaving, where applicable.
8. USERS that repeatedly fail to act in responsible manner in the use of the Facilities will be denied further use of the Facilities. This includes fighting, profanity, destruction of property, unauthorized usage, etc.

9. Security officers may be required and will be furnished by the DISTRICT at an additional charge.

DISTRICT reserves the right to have security officers' search all persons entering the facility for unauthorized and/or illegal articles.

CANCELLATION POLICY

INITIAL _____

The DISTRICT reserves the right to cancel any scheduled event. Fees will be refunded if cancellation is due to no fault of the USER. Cancellations caused by failure of USER to abide by DISTRICT rules, policies, and or conditions will not result in refund,

Field, court, or rink reservations that have been confirmed by staff will receive no refund if cancelled by the USER. In the event that weather prohibits use, a rain check date will be reserved that is agreeable to both parties.

Picnic shelter, room, and building reservations may be cancelled by the USER in the following manner:

- Reservations that are cancelled at least 20 business days prior to the reserved date(s) will receive full refund of the security deposit and all rental fees, less a Cancellation Fee.
- Reservations cancelled between 11 and 20 business days prior to the reserved date(s) will receive full refund of the security deposit and 75% of the rental fees, less a Cancellation Fee.
- Reservations that are cancelled within 11 business days of the reserved date will receive full refund of the security deposit less a Cancellation Fee and will forfeit all rental fees.

Processing Fees are non-refundable.

FACILITY CLOSURE

INITIAL _____

- It is District Policy that Facilities are not to be used in the event that doing so would reasonably be considered unsafe to participants and or damaging to facilities. The cost for repairs of damage caused by USERS in violation of this policy will be charged to the USER.
- DISTRICT reserves the right to close Facilities in its sole and absolute discretion in order to protect against unsafe conditions and potential damage to or misuse of Facilities. In such cases, DISTRICT will post "closed" signs in a conspicuous location either on or around the Facility.
- USERS are responsible for protecting the safety of participants and the resources for which they are permitted to use. In consideration for being granted usage of any Facilities outside of the regular business hours of the DISTRICT, USER agrees to act reasonably in determining whether to utilize facilities that may be affected by weather or other adverse conditions.

ADDITIONAL INFORMATION**INITIAL** _____

A facility usage fee will be assessed for any revenue generating use of District facilities not specifically covered by an existing or requested use permit.

- Proof of adequate insurance is a requirement of any organized usage of FACILITIES and any progress in the approval process occurs with the understanding that final approval is contingent upon insurance documentation meeting staff approval as outlined by Exhibit C in advance of permit issuance.
- Each User will place announcements in their booklets and newsletters requesting that all participants be good neighbors by not honking their horns, leaving trash within any neighborhood, etc.
- All advertisements for special events must be presented to the DISTRICT for prior approval before distribution.

GENERAL INFORMATION

Application Submission Date: _____

Contact Person: _____	Event Director: _____
Address: _____	Address: _____
City, Zip: _____	City, Zip: _____
Daytime Phone: _____	Daytime Phone: _____
Evening Phone: _____	Evening Phone: _____
Fax Number: _____	Fax Number: _____
E-mail Address: _____	E-Mail Address: _____

Event Category: Athletic/Recreation Concert/Performance Exhibits/Misc
 Festival/Celebration Farmer/ Outdoor Market Other

If Other, Please Specify: _____

DATE/TIME OF EVENT

Setup	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of Week _____
Event Ends	Date _____	Time _____	Day of Week _____
Dismantle	Date _____	Time _____	Day of Week _____

(Please attach separate sheet for multiple days)

LOCATION

Park Name: _____
Area of Park: _____

Anticipated Attendance Total: _____ Per Day: _____

Anticipated Participation (Teams) Total: _____ Per Day: _____

YES NO

Is this an annual event? How many years have you been holding this event? ____

Is the organization holding this event a bona fide tax exempt, nonprofit entity? I

You must attach to this application a copy of your IRS 501 (C) tax exempt letter providing proof and certifying your current tax exempt, nonprofit status.

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Are patron admission, entry or participation fees required? If yes, please
Please describe and provide amounts: _____

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Will vendor or other fees be required? If yes, please describe vendors and fees

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Will this event be marketed, promoted or advertised? If yes, please attach
Advertisement.

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Will your event involve the use of a parking and/or shuttle plan? If yes, please
attach plan.

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Will inflatables be used at your event?

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Will a PA system or Sound Equipment be used at your event? If yes, please
Describe: _____

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Will your event include use of any signs, banners ? If yes, please
See Attached "Banner Approval Form".

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Will your event include use of Decorations ? If yes, please
See Attached Jurupa Community Services District Decorations Policy.

SUMMARY OF EVENTS

Event Title: _____

Description:
(please use
separate piece
of paper if
necessary) _____

Narrative of
event timeline:
(Please use
separate piece
of paper if
necessary) _____

DISTRICT INSURANCE REQUIREMENTS FOR USERS OF DISTRICT FACILITIES

User shall procure and maintain for the entire duration of its use of District Facilities insurance against claims for injuries to personal or damages to property which may arise from or in connection with its use of the Facilities by the User, User's agents, representatives, employees or subcontractors. User shall obtain and furnish to District proof of coverage as to each type of insurance required prior to utilizing the Facilities.

1. **Minimum Scope of Insurance.** User shall procure and maintain throughout the term of its use of the Facilities, at its sole cost and expense, the following types of insurance: (1) a comprehensive general liability and property damage insurance and (2) worker's compensation insurance (as required by law) ("Insurance Policies"). Such Insurance Policies shall insure against all claims for death and injuries to persons and damages to property which may arise from or in connection with its use of the District Facilities, or from any action taken in connection therewith, regardless of whether such actions are taken by the User or the District, or any of its directors, officers, employees, agents, volunteers, participants, invitees, or any person directly or indirectly employed by any of them.

2. **Minimum Limits of Insurance.** Coverage shall provide limits no less than: (1) General Liability: \$2,000,000.00 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to its use of District Facilities or the general aggregate limit shall be twice the required occurrence limit; and (2) Workers Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of the State of California.

3. **Insurance Endorsements.** The Insurance Policies shall contain the following provisions, or the User shall provide endorsements to add the following provisions to the Insurance Policies:

3.1 **General Liability.** The general liability policy shall be endorsed to state that: (A) the District and its directors, officials, officers, employees and agents shall be covered as additional insureds with respect to User's use of the District's Facilities; and (B) the insurance coverage shall be primary insurance as respects the District and its directors, officials, officers, employees and agents, or if excess, shall stand in an unbroken chain of coverage excess of the User's scheduled underlying coverage. Any insurance or self-insurance maintained by the District or its directors, officials, officers, employees and agents shall by excess of the User's insurance and shall not be called upon to contribute with it in any way.

3.2 **Workers' Compensation.** The insurer shall agree to waive all rights of subrogation against the District and its directors, officials, officers, employees and agents for losses paid under the terms of the insurance policy which arise from User's use of the District's Facilities.

3.3 All Coverages. Each insurance policy required herein shall be endorsed to state that coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by first class mail has been given to the District. User shall also provide the District with thirty (30) days notice of its intent to cease using the District's Facilities.

3.4 Separation of Insureds; No Special Limitations. The Insurance Policies required herein shall contain standard separation of insureds provisions. In addition, such Insurance Policies shall not contain any special limitations on the scope of protection afforded to the District or its directors, officials, officers, employees and agents.

3.5 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, licensed to do business in California, and satisfactory to the District. District Any deductible under the Insurance Policies issued shall be the responsibility of, and paid by, the User.

3.6 Verification of Coverage. The District shall have the right of reasonable approval over any Insurance Policy obtained by the User. The User shall furnish the District with original certificates of insurance and endorsements effecting coverage required herein. The certificates and endorsements for each policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. The District reserves the right to require complete, certified copies of the required Insurance Policies at any time. The District may at any time review the insurance coverage obtained by the User, the coverage limits, the provider, or the form of the policy and may require that alternate or modified coverage be obtained if, in District's prudent business judgment, the policy is insufficient to provide adequate protection against the kind and extent of risk that is foreseeable for the use of District Facilities.

3.7 Miscellaneous Provisions. If User fails to comply with the insurance requirements herein at any time, District has the right but not the duty to purchase such coverage and charge the premium to User who must promptly pay said premiums. User agrees to be personally responsible for all losses not covered by insurance whether by reason of coverage being inapplicable or by User's failure to obtain coverage. Failure to maintain insurance may be grounds to immediately terminate User's use of District's Facilities.

INCIDENT REPORT FORM

Report all incidents on this form. An incident is any unusual occurrence, an accident, or near miss involving DISTRICT facilities or taking place on or near DISTRICT facilities. Damage to DISTRICT or personal property should also be reported on this form.

Reported by:	Name	Title	Organization
Date and Time of Incident			
Exact Location of Incident:			

Description of Incident: Include events, which led to the incident, what followed, and relevant conversations. Include, who, what, where, why and how. (Attach additional sheets if necessary)

List names, addresses, and phone numbers of any witnesses of the incident. Attach photographs of the scene.

Name	Address	Telephone
_____	_____	_____

Name <hr/>	Address <hr/>	Telephone <hr/>
Name	Address	Telephone
If league official did not witness the incident, where was league official?		
Was Sheriff's Dept. report made?		
Yes	No	Officer:

Vehicle Incidents: Please indicate names of streets, the directions and course of each vehicle if applicable.			
Was Sheriff's Dept. report made?			
Yes	No	Officer:	
Name of Driver:		Vehicle Plate Number (Make/Model/Year)	
Name of Other Driver:	D.L. # of Other Driver	Other Vehicle Plate Number (Make/Model/Year)	Insurance Co./Policy #:
What job was being performed at the time of the incident?			

Describe damage to vehicles/property. (Approximate cost of damage if known)

What environmental/physical condition contributed to the incident?

None Rain Dew Fog/Haze Bright Sunlight Nighttime darkness

Other: _____

Was the incident covered by the Athletic Facilities Usage Agreement? Explain.

IMPORTANT If an injury occurred, answer the following:

Name of injured party:	Address	Phone
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If a minor give parent's name:

Briefly describe the injury:

Was first aid given?	By whom and what kind:
<input type="checkbox"/> Yes <input type="checkbox"/> No	

BANNER APPROVAL SPECIFICATIONS

No one shall attach or affix signage to any portion of the Facilities including but not limited to the facilities, trees, signposts, backstops or other public property without the DISTRICT'S prior written consent. Written consent of banners is determined by the following:

1. Banner Approval Form must be submitted no later than 10 working days prior to hanging of the banners.
2. Banner Approval Form must include the design, name of sponsor/company/group, and address.
3. Banners containing objectionable language and/or for questionable businesses will not be approved.
4. Banners may be hung on backstops and permanent fencing only, and as approved by staff.
5. Banners must be a minimum size of 1' X 2' and maximum size of 4'X 6'.
6. Banners promoting products or services that are not consistent with the general policy of the parks will not be approved.
7. The District is not responsible for any loss or damage to banners or related equipment. If the banner or related equipment has been vandalized by graffiti, it must be removed and/or replaced at the User's expense immediately.
8. The District reserves the right to limit the number of banners approved for any facility based on safety and aesthetics and to remove banners when necessary.



BANNER APPROVAL FORM

Organization Name: _____ Request Date: _____

Contact Information:

Name: _____

Phone Number: _____

E-Mail Address: _____

On which field will the banner be displayed? _____

Banner will be displayed between the dates of: _____

Banner Size: _____

Sponsor Information:

Name: _____

Address: _____

Type of Business: _____

(Please be specific)

*Banner Design must be attached for processing.

FOR OFFICE USE ONLY

Approved? YES NO

SIGNATURE : _____



The following rules pertain to the use of decorations at the park facilities:

1. Streamers are permitted but must be hung by tape and/or Sticky tape. Pushpins, Thumbtacks, staples, nails or any other materials which would cause permanent damage to the shelters are not permitted. User must remove all adhesive from the shelter walls and/or ceiling prior to leaving the park.
2. Fountains and/or buckets, tubs or pools of water are not approved for use. Coolers filled with ice are approved.
3. Glitter, paper, confetti, or any other small bits in any form, are not allowed.
4. Piñatas are not permitted.
5. Decorations cannot impede traffic flow nor obstruct entrances or exits.
6. Decorations must meet fire code.
7. Straw, hay or other similar products are not permitted.
8. Helium balloons must be tied to balloon weights or securely attached to free standing decorations. Sand weights are not allowed.
9. No single decoration can exceed 4 sq. ft. in overall area.
10. Decorations must be done within the scheduled use time and all decorations must be removed immediately following the event.

Any violations of the above policies may result in a reduction or loss of the security deposit, additional charges by DISTRICT if necessary to cover resulting expenses or loss by the DISTRICT.

AFFIDAVIT OF APPLICANT

To the maximum extent permitted by law, User shall indemnify, defend and hold free and harmless the Jurupa Community Services District, and each of District's elected officials, officers, employees and agents, with respect to any and all claims, costs, damages, liabilities and/or actions for personal injury, death, property damage, and/or any and all other financial loss arising out of or connected with User's use of the Facilities. For purposes of this indemnity, the term "User" includes User, User's employees, contractors, agents, invitees, guests and any other person permitted or required by User to be present in or upon the Facilities. User agrees that this release shall further serve to release and hold harmless, in advance, the Jurupa Community Services District and each of District's elected officials, officers, employees and agents with respect to any and all liability for any and all financial loss arising out of or related to the inability of User to utilize any of the Facilities as a result of flood, fire, vandalism, acts of God, and/or any other occurrence or event not intentionally caused by any of District's elected officials, officers, employees or agents.

I have read, understand, and agree to abide by the Rules and Regulations of the park for which I am submitting this request. I understand the particular concerns with regards to tournament use and agree to take all necessary measures to minimize the impact to nearby residents. I further understand that I must submit a game schedule, a copy of all promotional material pertaining to the tournament, and any and all fees before final approval. I agree to inform the District representative, immediately, should any information on this application change. I understand that a discrepancy in the stated information may result in the disapproval of this application or the cancellation of the tournament at any time.

Print Name Of Applicant/Host Organization: _____

Title: _____

Signature: _____

Date: _____

Thank you for completing your Special Events Application. Before you submit your application to JCSD Parks and Recreation Department, please make sure that the following steps have been completed (if applicable):

- _____ **Signed and dated your application?**
- _____ **Attached your 501 (C)?**
- _____ **Attached your Security Plan?**
- _____ **Attached your event parking and shuttle plan?**
- _____ **Attached any advertisements, or promotions?**
- _____ **Attached your Banner Approval Form?**
- _____ **Attached your Certificate Of Insurance and Endorsement page?**
- _____ **Attached additional Permits as required by the County Of Riverside? (e.i. food permit)**

**Submit your completed Application to:
JCSD Parks and Recreation
11201 Harrel Street
Mira Loma, CA 91752**