



## **Salton Community Services District**

### **GUIDELINES FOR USE OF PUBLIC FACILITIES**

The Salton Community Services District, “District,” welcomes and encourages community groups and individuals to use parks and recreation facilities. Certain park and facility space may be reserved for various functions, provided that such use does not conflict with regularly scheduled District programs.

Any organization, group or individual desiring reserved use of a park or recreational facility must submit an application to the District on forms provided. The General Manager, subject to the availability and the applicant’s eligibility will approve reservations. Approval shall be granted only to responsible adults. The applicant is required to be in attendance (during the entire event) at the function for which the application is made.

#### **PRIORITY:**

District functions and recreation programs shall have priority over other uses of all parks and recreation facilities as follows:

**Group 1:** Recreation groups, quasi-recreation groups, community service and schools holding functions which provide a community service in the area of education, recreation, health or welfare and are free to the participants.

**Group 2:** Recreation groups, quasi-recreation groups, community service and schools holding functions which provide a community service in the area of education, recreation, health or welfare for which participants are charged.

**Group 3:** Residents and private parties

**INELIGIBLE ORGANIZATIONS:**

District facilities may not be used by any group or organization, which has as its objective the overthrow of the United States government by any individual or organization deemed subversive as defined in the State of California code.

Permission for use of the District's facilities is subject to all rules and regulations governing the use of said facility. Permission may be revoked at any time for failure to adhere to prescribed rules. No use shall be permitted if it is determined to be contrary to the interest of the District and/or Community. All persons, groups, or organizations using the public facilities must abide by District Policy, State and Federal laws.

**ALCOHOL AND TOBACCO USAGE:**

Alcohol beverages are prohibited on District property. Smoking is prohibited in all public buildings and within 20 feet of all play equipment, playgrounds, bleachers and seating areas where the public gathers to witness sporting, cultural or other events.

**RESERVATIONS:**

Reservations for use of facilities may be made up to six (6) months in advance and not less than two (2) weeks prior to usage, provided that the deposit is paid at the time of

approval and that all rent, estimated fees and estimated personnel costs are paid two (2) weeks prior to the function. Deposits and all estimated costs must be in the form of cash or a check payable to the Salton Community Services District. Non-payment will result in cancellation of the reservation.

**DEPOSIT:**

All applicants will be required to make a cleaning/damage deposit. The deposit is refundable by District check, subject to the conditions of the facility or other reasons, and will be sent by mail approximately twenty (20) days after the date of the usage.

**REFUNDS:**

Overpayment of fees is refundable by District check, subject to the conditions of the facilities or other reasons, and will be refunded approximately twenty (20) days after the date of usage. If personnel and use fees exceed estimates, all fees must be paid within thirty (30) days.

**CANCELLATION CLAUSE:**

Any group not giving sufficient notice of cancellation (five (5) days prior to event) shall forfeit deposit fee. The District reserves the right to cancel any event or permit if a use is misrepresented or if a use is determined to be inappropriate, a high risk liability exposure or detrimental to the facility and/or surrounding neighborhood.

**DISTRICT REPRESENTATIVE:**

A District Representative may be on duty, at all times, while facilities are being used unless otherwise determined by the District. The District Representative shall have full access to all activities at any time in order to ensure that all rules, regulations, District and State laws are being observed.

**INDEMNIFICATION AND INSURANCE REQUIREMENTS:**

Permittees shall indemnify, defend and hold harmless the District, its representatives, employees and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising out of or in any way connected with Permittee's use or occupancy of the District athletic fields and adjoining property, unless solely caused by the gross negligence or willful misconduct of the District, its representatives, employees or agents.

All permittees must provide to the District a Certificate of Insurance, in a form satisfactory to the District, with the following limits: General Liability \$ 1,000,000 (includes bodily injury and property damage).

**\*Events with 25 or less individuals are not required to obtain liability insurance, but are required to sign a waiver releasing the District from any and all liability. Please note: insurance is not required for small events held at the parks picnic/BBQ areas.**

The District must be named on the Certificate of Insurance as an additional insured. Permittees shall immediately report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Permittees' use or occupancy of the District's park facilities and adjoining property to the General Manager or his/her designee, in writing and as soon as practical.

**PARKING ON FIELDS:**

Without District approval, it is illegal to operate or park any motor vehicle outside of designated parking areas. Equipment must be carried to and from the field from established parking areas.

**DAMAGE:**

Permittees shall be liable for loss, damage or injury to persons or property resulting from the misuse of the playing fields while their league/team is using District park facilities.

Abuse and/or damage of park areas or facilities may result in the immediate revocation of the league or group's permit and/or denial of a future request for a permit. In any event, the league or group will be liable for payment of the cost of repairs or replacement of damaged District property.

**SET UP AND CLEAN UP:**

Permittees are responsible for their own set up and cleanup of the area reserved. A charge per man, per hour, will be deducted from the cleaning/damage deposit for any additional cleanup provided by District staff. With the General Manager's approval, District staff may be made available for cleanup of a facility at an additional per man, per hour charge.

**PLASTIC GARBAGE BAGS:**

When using any District owned property, tie and seal all trash in 33 gallon heavy duty trash bags and place neatly in the garbage containers located throughout the park. Any group adhering to this will have additional clean up charges deducted from their deposit.

**MISCELLANEOUS:**

No advertising shall be exhibited, no petitions shall be circulated, no solicitations or sales shall be made on District property without the written permission from the General Manager.

**PARK USAGE:**

Parks are available to the public on a first come, first serve basis and are open unless otherwise specified from sunrise to sunset. Use of the athletic playing fields and the use of a park for a special events require the submission of an application.

**APPLICATION FOR USE OF SPORTS FACILITIES:**

All groups must adhere to the following procedures before they will be assigned a field location(s) for their league, team or event. Groups with permits have priority on field usage.

No later than two (2) weeks prior to the start of the season or scheduled event (i.e. weekend youth baseball tournament), the sponsoring group must submit: (1) proof of non-profit status and; (2) a copy of the group's Liability Insurance Certificate.

**SPORTS LEAGUES:** Must adhere to requirements listed above in addition to those listed below:

- a. Any and all advertising means (flyers, radio, newspaper, television, etc) must include the District name as a co-sponsoring entity.

**SPORTS FACILITY USAGE:**

The use of ball fields, soccer fields or any other athletic facilities for organized league or recreational sporting activities requires departmental approval. First priority is given to District programs organized for youth and adults, second priority to recognized youth leagues serving Salton City and Desert Shores, third priority to other youth leagues and then all other users.

Please do not assume that if you have organized a youth or adult league that space will be made available for your program. The District has limited sports facilities that are heavily utilized by existing District programs and residents.

**PARK LIGHT USAGE:**

Park lights must be requested by application. Fees have been established for lighting and tournament play. (*Reference Exhibit A for Facility Fees.*)

# EXHIBIT A

<b>Public Facility Fee:</b>	<b>Price</b>
<b>Refundable Damage/ Cleaning Deposit</b>	<b>\$100.00</b>
<i>**A charge per man, per hour will be deducted from the cleaning/damage deposit for any additional cleanup provided by District Staff</i>	<i>Dependent on employee's hourly wage</i>
<b>Electricity</b>	<b>\$50.00</b>
<i>\$50 electrical fee only applicable when requested</i>	
<b>Field Lighting</b>	<b>\$15-25.00/hr.</b>
<b>Field Preparation</b>	<b>\$125.00</b>
<i>\$125.00 per field per day includes 1 prep per field per day</i>	