



USE POLICY FOR SPECIAL EVENTS

HELD ON

ACTIVE RECREATION AREAS

This Use Policy for Special Events held on Active City Recreation Areas (Policy) is to be used as an addendum to an approved City of San Marcos (City) Special Event Permit (SEP) for events held on City maintained active recreation areas, including, but not limited to parks, fields, sports fields, and associated facilities (collectively, City Recreation Areas).

BACKGROUND

The City allows non-sporting activities, including, but not limited to, H.O.A. concerts, community events, and holiday celebrations, to be held on City Recreation Areas. While these non-sporting events are welcome, compliance with the terms and conditions of this Policy is necessary so that these dedicated sports fields and facilities are not compromised in a way that may create an unsafe playing condition, and to ensure continued utility not only for playing fields but also for other recreational uses as contemplated herein.

GENERAL POLICIES AND PROCEDURES

1. The SEP as supplemented by this Policy shall not be transferred or assigned. The Permittee shall not engage in any activity on City property other than the activity for which the SEP is expressly issued, and shall comply with all applicable municipal, state, and federal laws and regulations.
2. Depending upon the type of activity or activities associated with the SEP application, a Deposit of up to two-thousand dollars (\$2,000.00) will be required to cover potential damages. Events that are determined to be low-impact or low-risk may require a lesser Deposit of five hundred dollars (\$500.00) as determined by City staff. The Permittee acknowledges and agrees that the Deposit will be applied against any potential costs, damages, liabilities and/or expenses as described below, and that Permittee is responsible for all costs, damages, liabilities or expenses that are in excess of the Deposit amount.
3. The City, in its sole discretion, reserves the right at any time, and from time to time, to close any City Recreation Areas, or any portion thereof, and/or to cancel or reschedule any previously permitted/scheduled use(s) of any City Recreation Areas, or any portion thereof. The Permittee



acknowledges the City's foregoing rights and irrevocably waives any claim Permittee may now have or may ever have based upon, arising from, or related to, any cost, loss, damage, or liability that results from the City's closure of any City Recreation Areas, or any portion thereof, or the cancellation or rescheduling of any previously permitted/scheduled (prepaid or not) use(s) of any City Recreation Areas, or any portion thereof. The City of San Marcos uses a third party site **<http://www.rainedout.com>** to notify external groups that scheduled events have been cancelled due to inclement weather.

4. The Permittee is responsible for leaving the City Recreation Area and equipment in a safe, proper working order and clean condition. Any violations of the SEP, this Policy and/or any other City rules, regulations or policies and/or damage attributable to the Permittee, sponsors or any other party associated with the event for which the SEP is issued, will result in the forfeiture of all or part of the security deposit, and in the case of extensive damages, an invoice from the City will be issued to the Permittee outlining applicable charges not covered by the deposits. Any pre-existing damage or poor conditions of the City Recreation Area must be reported in writing to City staff prior to the start of the event or the Permittee may be held responsible.
5. A City of San Marcos Park Maintenance Supervisor or designee will inspect the special event area during the next business day. The Park Maintenance supervisor will notify Administration staff if damages did/did not occur during the event. If no damages occurred, the City's Finance Department will process a check for the deposit amount (please allow 2-weeks). If damages require repair, the City will notify the applicant with 72-hours of inspection and determine the cost of the damages.
6. All rules and regulations regarding the use of City Parks are enforceable by the City staff and representatives, including, but not limited to, Park Rangers, assigned City staff (if any), Code Compliance Officers, and the San Diego County Sheriff's Department.
7. The use of any equipment, including, but not limited to, staging, platforms, canopies, tents, tables, chairs, risers, jumpers, amplifiers, etc., must be expressly permitted by the City prior to the event, and shall not damage any City property, turf, shrubbery, irrigation or inhibit public access to the City Recreation Area. For any item which damages any City property, the Permittee will be liable for costs to repair and/or replace the damaged property. The permittee may not dig on park property or tie or adhere anything to trees, shrubbery etc., or other City property or improvements. All signs must be free standing and approved by the City's park supervisor in writing prior to the event.
8. The use of gypsum is allowed only for infield marking in baseball or softball. Biodegradable field marking paint must be used for all other field markings. All product(s) proposed to be used by Permittee on any City property and/or any City Recreation Area must be approved by City staff in writing prior to such use, and a copy of the Material Safety Data Sheet for each such product must be provided to City staff.



9. The use of disposable expanded polystyrene (a.k.a. Styrofoam™) food ware is highly discouraged due to its tendency to easily break apart and create litter. Alternatives such as plastic, paper, or reusable plates/cups should be used instead.
10. The City does not provide any equipment or water hookups for outdoor events. The use of generators must be pre-approved by City as a part of the Permit process before the event. Safety precautions for the use of a generator must be followed. Generator cables must be properly covered and must not impede pedestrian traffic at any time. Generators shall not be placed directly on the turf and must be equipped with a drip pan placed under the generator to eliminate potential damage.
11. The City's Park Operations Division cannot guarantee the modification of existing operations (lawn renovations, fertilization, aeration, mow day, etc.) to accommodate events in City Recreation Areas.
12. The City will not be responsible for any lost or stolen property.

APPROVED VEHICULAR ACCESS ONTO TO ACTIVE RECREATION AREAS

1. Ingress/egress – If approved pursuant to the SEP, City staff will provide guidelines on the approved path of travel for vehicles entering fields of play prior to the event. For equipment and supply drop-off/pick-up, vehicular access to the City Recreation Areas will be limited and monitored. The Permittee must provide City with a two (2) hour window, in writing, prior to the event, for ingress/egress onto the City Recreation Areas. City staff will be on-hand to ensure ingress/egress plans are being followed. Vehicles arriving outside of the two-hour window will not be allowed to access the field. Prior to each event as deemed necessary, City staff will lay out sheets of plywood (City-owned) along the approved path of travel to protect the turf and irrigation equipment. Staff may also delineate the path of travel with type I/II barricades, plastic safety fencing, cones, etc. These devices shall remain in place during the entirety of the event. The applicant will be charged by City for the set-up and removal of the above-mentioned devices, based on the current rate of pay and employee classification.
2. If called out in the approved SEP, the City Parks Division will turn off the irrigation to the turf 48-72 hours prior to the event (based on weather conditions).
3. A complete list of equipment planned for the event must be submitted to, reviewed, and approved by the City prior to the event. If permitted by City, larger equipment such as rock climbing walls and carnival rides, depending on size, may be required to remain on the adjacent pavement outside of the sports field or permitted only on non-turf areas. In no case shall equipment be permitted on the turf portion of playing fields.
4. All motor vehicles are restricted to parking lots and public roadways unless prior written authorization is provided in the SEP by the City, as described in 1, above.



The Permittee shall comply with all applicable provisions of the SEP and this Policy, in addition to all municipal, state, and federal laws and regulations. It is the responsibility of the Permittee to clear with City staff any special requests not addressed in the SEP and/or this Policy as presented. Failure to comply with the SEP and/or this Policy may result in the termination of the SEP.

By signing below, I acknowledge that I have read and understand, and will abide by, all the above-listed rules and regulations as they apply to my specific rental or use of City Recreation Areas. I understand and agree that I will be responsible for all costs, damages, liabilities or expenses caused by, arising from, or related to the event for which the SEP was issued, and which are in excess of the Deposit amount.

Permittee Signature: _____

Printed Name: _____

Date: _____