

**CITY OF VISTA
RECREATION & COMMUNITY SERVICES DEPARTMENT**

Procedures, Rules and Fees Governing Use of Park and Recreation Facilities

I. GENERAL INFORMATION ON APPLYING FOR USE OF FACILITIES

- A. **Applications** for use of City facilities may be made at the Recreation Office of the Recreation & Community Services Department, Monday-Friday, except City holidays, between the hours of 9:00 a.m. and 5:00 p.m. The Recreation Office is located at 600 Eucalyptus Avenue. (Moonlight and Avo usage see application form for submittal instructions.)
- B. **Facility Assignments** will be made by the Recreation & Community Services Department based on the type of activity, size of group, and availability.
- C. **Right of Refusal:** The Recreation & Community Services Department may refuse to reserve equipment, facilities, or building use for the following reasons:
 - 1. Not available.
 - 2. Unsatisfactory record in prior use.
 - 3. When a hazardous condition threatens the participants, spectators, staff, facility equipment or building.
 - 4. If all requirements of state and local law, this policy, the City Council, or the Parks and Recreation Commission are not met.
 - 5. If the activity is not compatible with accepted legal and moral standards, or could be detrimental to the best interests of the community and/or the Recreation & Community Services Department.

II. FEE AND PERMIT PROCEDURE

- A. **General Filing Provisions:** Resident groups are groups with an address within the City limits of Vista. A resident group is defined as a group whose membership is composed of at least 65% Vista residents, or an organization which has a permanent meeting facility in Vista with the permit being issued to a Vista resident. They may file a facility use permit no more than twelve (12) months prior to requested usage. In the case where two or more groups submit a permit on the same day and time for a duplicate building usage, the group who has rented City facilities on the most constant basis during the previous year will be given priority. All permits must be approved at least fifteen (15) business days prior to intended usage. Modifications regarding the time of filing permits may be made at the discretion of the Director of Recreation & Community Services.
- B. **Payment of Fees:** Fees must be paid in full when the use permit is submitted, with the exception of (1) Rancho Buena Vista Adobe; and (2) Moonlight Amphitheatre and Avo Playhouse whenever the Vistix Ticket Office services are used. If usage is not approved, fees will be refunded. If permit is approved, applicant's copy will be mailed. Fees may be

paid by cash or by check or money order made payable to the "City of Vista". *Visa* and *Mastercard* are also accepted.

- C. **Cancellations:** Rental facilities which are cancelled by the renter are subject to cancellation fees. Fifty percent (50%) of rental fees will be refunded if notice of ninety (90) days or greater is given. There are no refunds of rental fees issued when notice is given within eighty-nine (89) days. Park usage rentals, if cancelled within fifteen (15) days of the event will receive a refund deducted by the amount of any direct costs incurred by the City. Cancellation fees may vary per facility.
- D. **Age Requirement:** Permits shall be issued only to responsible adults at least 21 years of age who shall remain in attendance at the function for which the reservation is made.
- E. **Usage Time** on application must reflect all facility preparation including set up time as well as clean up time following usage. An hourly rental fee will be assessed for any change(s) to the original permit times.
- F. **Recurring Fees:** Groups using the facilities on a weekly, biweekly, or monthly basis shall pay on or before the first meeting of the month. An invoice will be issued and mailed by the Finance Department.
- G. **Security:** The following refundable security deposit is required when the facilities are used for large events such as wedding receptions, dances, softball tournaments, etc.:
 - \$ 500.00 for buildings;
 - \$ 100.00 for parks when attendance exceeds 151 individuals; and
 - \$1,000.00 for Rancho Buena Vista Adobe, Moonlight Amphitheatre, or Avo Playhouse.Deposit requirement may be altered at the discretion of the Director of Recreation & Community Services.

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound preplanning and anticipation of potential problems and concerns related to the event activities and its surrounding environment. The size, type, time of day and location of your event, as well as the overall activities, are all areas which need to be analyzed in depth and addressed through a security plan. If you plan to serve alcohol or if there is live music, your event will need security personnel. Minimum requirement is one guard per every 100 attendees. Security is always booked through the City and is prepaid by facility user. Additional security requirements shall be added based on event risk.

- H. **Staffing Fee:** An employee of the Recreation & Community Services Department shall be present during all hours of usage of any indoor facility and those outdoor facilities where deemed necessary by the department. If an activity is held before or after scheduled operating hours of desired facility, or in the case of outdoor facilities, before or after scheduled work hours of employees, the applicant will be required to pay, in addition to any rental fees and cleaning deposit, an hourly rate of \$15.00 per hour per assigned custodian and/or supervisor.

- I. **Alcoholic Beverages:** Whenever alcoholic beverages are served by a usage group, a \$100.00 non-refundable facility depreciation fee is required for indoor usage; and a \$50.00 fee will be charged for outdoor groups of over 50 individuals. Parties serving alcohol may not last more than five (5) hours. An Alcoholic Beverage Control license is necessary anytime alcohol is sold. Security is required whenever alcohol is consumed.
- J. **Disputes:** Disputes regarding “best recreational, social, cultural, civic, educational interests of the citizens of Vista” and denied applications may be appealed to the Parks and Recreation Commission for reconsideration. The recommendation of the Parks and Recreation Commission shall be forwarded to the City Council for a final decision.
- K. **Requests for Waiver** of rental fee must be submitted in writing to the City Council (in care of the Recreation & Community Services Director) six (6) weeks prior to the date requested. The City Council’s decision to either grant or deny a request will be final.
- L. **Security Check:** On a periodic basis, the Sheriff’s Department may be requested to run a check on the responsible person listed on the Facility Use Permit.
- M. **Cleaning Fee:** Cleaning services are required for all functions that serve food and/or beverage. The basic cleaning fee is \$85; additional cleaning fees may be added based on attendance and type of use. Cleaning fee may be waived by Director of Parks & Community Services.

III. RULES GOVERNING USAGE

- A. **Adult Supervision:** All groups must be under the direction and supervision of their leadership. There must be at least one adult present and responsible for every twenty (20) minors. The presence of this ratio of adults to minors is mandatory throughout the entire usage period.
- B. **Condition of Facilities:** Applicants and/or users are responsible for any damage to the facilities and must leave the facilities in the same condition as when they arrived, including all City property adjacent to facility used. All chairs, tables, etc. used must be returned to their proper storage location.
- C. **Noise Control:** All groups are responsible for controlling noise that would be disturbing to other activities or the surrounding neighborhood. The San Diego County noise ordinance must be followed at all times.
- D. **City Access:** The City of Vista reserves the right of full access to all activities at any time in order to ensure that all rules, regulations and city and state laws are being observed, and to terminate activity if believed necessary for the safety and welfare of the citizens of Vista or protection of City property.
- E. **Articles Lost or Stolen:** The City of Vista is not responsible for any lost or stolen articles.

- F. **Equipment or Furnishings** shall not be removed from the premises without permission of the Director of Recreation & Community Services.
- G. **City Holidays:** Facilities may not be reserved for regularly recognized City holidays except at the discretion of the Director of Recreation & Community Services.
- H. **Integrity of Premises:** Nails, staples and similar hardware may not be used to attach decorative material to walls or ceilings. All decorations must be removed *immediately after use*. No throwing of birdseed, rice, confetti or other materials is allowed.
- I. **Fundraising Restrictions:** There shall be no auctioning, games or the selling of merchandise, goods, wares or other articles to raise money, without the approval of the Director of Recreation & Community Services. A special permit is necessary for bingo.
- J. **Donations,** under any guise or circumstances or for any purpose may not be solicited at any facility for private or personal gain unless approved under Priority Class Commercial and with the approval of the Director of Recreation & Community Services.
- K. **Personal Gain:** There shall be no sale of, or distribution of pamphlets or literature for private or personal gain on the facility except under Priority Class Commercial and with the approval of the Director of Recreation & Community Services.
- L. **Political Gatherings:** No two groups of opposing political affiliations shall be scheduled on the same date at any facility. The priority classification for social service agencies, resident service organizations, and non-resident governmental agencies shall be used as the basis for fee assessments for political gatherings in Recreation and Community Services facilities. This is currently the “D” Priority Class on all Facility Classifications and Fee Schedules except for the Gloria E. McClellan Senior Center where Priority Class “C” shall be used.
- M. **No Pets** are permitted in the buildings, with the exception of service dogs or approved usages of such events as domestic animal shows.
- N. **Responsibility for Implementation:** The responsibility and authority for carrying out the above rules and regulations shall rest first with the Director of Recreation & Community Services.
- O. **Insurance:** The City of Vista requires a minimum of one million dollars in liability coverage for facility park usages with attendance exceeding 100 persons. Events with higher risk levels will require additional insurance coverage as determined by the City Manager. These may include, but are not limited to, athletic events, those that include alcohol, and those with pyrotechnics. Before final permit approval, you will need to submit a certificate of insurance and endorsement to your commercial general liability insurance policy that names as additional insured, the “*City of Vista, its officers, employees and agents*”. The name of the insured on the certificate/endorsement you submit must match the name of the host organization. Insurance coverage must be maintained for the duration of the event including set-up and dismantle dates. Insurance may be purchased through the City.

- P. **Medical Emergencies:** If your event poses potential risk of injury to persons, you may be required to hire an on-site emergency medical technician and/or ambulance service.
- Q. **Youth Curfew:** Youth oriented events will not be permitted after 10:00 p.m.
- R. **Jump Houses** may only be used in designated areas, and an additional fee of \$25.00 will be charged.

III. CO-SPONSORED USAGE:

Criteria required for co-sponsored usage is as follows:

- Open to public/free service or activity.
- No membership or other costs to participate
- Service and/or activity needs to benefit and enhance quality of life for all citizens of the community
- No solicitation allowed for business or personal monetary gain.
- Unduplicated service.