

# DEPARTMENT OF REGIONAL PARKS

## 2013 FEE SCHEDULE

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## **SECTION 1. PARKING PERMIT FEES**

### **Daily Parking Permit Fees**

The daily parking permit fees for all County parks are as follows:

<b>Description</b>	<b>Fee</b>
Vehicles	\$ 5.00
Vehicles with Trailers or RVs	\$ 10.00
Vehicle with Motorized Vessel	\$ 10.00
Non-motorized Vessel (per vessel)	\$ 3.00
Bus (seating capacity of 10 or more)	\$20.00

Standard daily parking fees apply at sites with "iron rangers" (self-operated fee collection) and/or staffed kiosks.

### **Annual Fees**

The annual vehicle parking permit fees for all County parks are as follows:

Vehicle (private or commercial)	\$50.00
Vehicle with trailer or RV (private or commercial)	\$100.00
Vehicle with Motorized Vessel	\$100.00
Non-Motorized Vessel*	\$30.00
Vehicle with Horse Trailer	\$75.00
Low-income Vehicle	\$10.00
Low-income Vehicle with Motorized Vessel	\$50.00

*\*All non-motorized vessels will pay the \$30.00 fee. Example: A family with 2 kayaks will pay \$50.00 for the vehicle pass, \$30.00 for the first kayak and \$30.00 for the second kayak for a total of \$110.00.*

## **Exemptions – Parking Permit Fee**

Vehicle parking fees shall not be waived except for:

- Volunteers performing a service, with the written authorization of the Director, in a County park or facility.
- Persons on a Director-authorized business activity in a County park or facility.
- Participants in a Department sponsored or co-sponsored program requiring a pre-registration fee only if the Director-approved program documents specifically state that parking fees are included in the pre-registration fee and only entering the facility specific to the program.
- Participants in a Department sponsored or co-sponsored program in which training of County staff and others is the primary purpose of the event, including but not limited to: equipment demonstrations and shows sponsored by private vendors, California Park and Recreation Society training programs and meetings.
- Persons entering Ancil Hoffman Park for the purpose of patronizing Ancil Hoffman Golf Course facilities, and park in designated golf parking lot.
- Effie Yeaw Nature Center Program participants in pre-paid education program.
- Persons entering the park for educational purposes only, as part of a school or organized group, when the park unit provides a specific resource that they are studying, and with written authorization from the Director.
- Vehicles belonging to government agencies on official business within a county park.
- Persons entering River Bend Park for preapproved overnight camping with organized group.
- Persons entering Gibson Ranch Park, who, as shown on the boarders' list, have paid to board an animal(s) at Gibson Ranch Equestrian Center in Gibson Ranch Park.

## Special Event & Holiday Surcharge

Special Event and Holiday Parking Surcharge	\$ 1.00 to \$ 10.00
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The Director shall have the authority to add a surcharge to the vehicle-parking fee for special events and holidays. The intent of this surcharge is to generate additional revenue to offset increased expenses associated with large public events and holidays (i.e. added security, maintenance cost, sponsors cost) and to support operational costs of park facilities year round. Surcharge revenue may be utilized to cover these costs, based upon criteria determined by the Director.

Special Event Participant Surcharge	\$ 1.00 to \$ 5.00
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The Director shall have the authority to add a participant surcharge to large special events or group activities. The intent of this surcharge is to generate additional revenue to offset increased expenses associated with large public events (i.e. added security, maintenance cost). An example of applicable events include large concerts.

## Voided Citation Administration Fees

Voided Citation Administrative Processing Fee	\$ 10.00
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Citations issued for non-payment of parking fees may be voided (at the discretion of the citing authority) if the violator subsequently agrees to pay the original parking fee and an additional administrative processing fee to the Department of Regional Parks.

## Fee Discounts and Donations

The Director shall have the authority to reduce fees when the probability exists that such a reduction will improve visitation and, thereby increase revenues. The criterion for periodic fee reductions includes but is not limited to: seasonal changes, type of facility amenities available, use patterns, and promotional opportunities.

## Post-Payment

Post-Payment Park Permit Processing Fee	\$25.00
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The post-payment option is an arrangement whereby any group expecting 10 or more vehicles to enter a park may arrange for payment of park entry fees after the actual use of a County park. A request for post-payment must be made at least two weeks prior to the date of entry. County will provide Client or Organization with County approved voucher two weeks before the event. The post-payment option is available to any organization or group using a park regardless of whether or not a reservation is required.

**Park Block Parking Fee**

Park Block Parking Fee	\$1,500.00
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The Park Block Parking Fee option is an arrangement whereby any group hosting a permitted special event in William B. Pond Recreation Area or River Bend Park can reserve a block of parking spaces for their special event participants. This does not reserve all parking spaces within the park; some spaces are left available for general public use.

**SECTION 2. CAMPING FEES**

**A. Organized Group Overnight Camping**

Overnight camping fees at River Bend Park and Hogback Island with Director-approved camping facilities are as follows (Parking fees are included.):

Youth groups only

Overnight Camping Fee	\$3.00/Person Minimum of 10
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**B. RV Camping (Sherman Island)**

In designated areas only nightly charge per vehicle (including moored boats when using park facilities)	\$15.00
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### **SECTION 3. PICNIC SITE RENTAL FEES**

The picnic site rental fee is a non-refundable fee. Fees will be credited for another rental date if reservation is cancelled at least one week prior to rental date. A Special Event permit may be required for some picnic events, see sections 6 or 7 for specific limitations and requirements.

Standard Picnic site Rental Fee (Friday, Saturday & Sunday) (Includes Discovery Park Alder & Oak, William Pond Recreation Area Cottonwood & Riverside, Mather Lake Robin and Sparrow)	\$125.00
Large Picnic site Rental Fee (Friday, Saturday & Sunday) (Includes Mather Lake Rotary Grove and Discovery Park Sycamore & Redbud)	\$250.00
Weekday (Monday-Thursday) Rates: all sites	\$100.00
Cleaning Fee (if required)	\$50.00/Hour
Oversize Penalty Fee This fee is for when groups rent a picnic site for a designated amount of people and when the event actually takes place they are over 10% of the number designated on their permit. If the number of participants exceeds the prescribed number of people listed on the permit (plus 10%), the permit holder is responsible to pay the oversize penalty fee.	\$150.00

#### **Herald Park**

Herald Resident Rental Fee	\$50.00
Non Resident Rental Fee	\$75.00

#### **Amplified Sound**

Amplified Sound Park Permit Processing Fee	\$25.00
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This permit is required when a public address system, disc jockey, or a band will be used. All groups requesting an amplified sound permit require a reservation for a picnic site or a special event permit.

#### **Bounce House Permit**

Bounce House Permit Fee	\$25.00
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This permit is required when a group will have a bounce house in the park. All groups requesting a bounce house permit require a reservation for a picnic site or a special event application. All groups must also provide proof of insurance, listing the County of Sacramento as additionally insured.

**SECTION 4. BUILDING & FACILITY RENTAL FEES**

The rental fees for use of building facilities at Ancil Hoffman Park and the Jean Harvie Community Center are as follows:

**Ancil Hoffman Oak Room**

Standard		
	4 hr. minimum (Monday-Friday)	\$150.00
	4 hr. minimum (Saturday and Sunday)	\$250.00
	Per Hour. over 4 Hours	\$ 25.00
	Refundable Deposit	\$100.00

**Jean Harvie Community Center**

Standard (For Auditorium and Kitchen)		
	Private (4 hr. minimum)	\$63.00/hour
	Refundable Deposit	\$500.00
Non-Profit/Community Group Rental Rate (For Auditorium and Kitchen)		
	Non-Profit (no minimum)	\$40.00/hour
	Refundable Deposit	\$200.00
Standard (Classroom)		
	Private (no minimum)	\$26.50/hour
	Refundable Deposit	\$500.00
Non-Profit/Community Group Rental Rate (Classroom)		
	Non-Profit (no minimum)	\$18.50/hour
	Refundable Deposit	\$200.00



**SECTION 5. STAGE RENTAL FEES**

**A. Stage**

Stage rental includes a one-time drop off and pick up Monday through Friday between the hours of 7:00 a.m. and 1:00 p.m. and up to one week of usage. If they stage is going to be left overnight it must be in a secure location, or have overnight security provided by the renter. There is a \$2.00 surcharge for every mile the stage travels beyond a 60 mile radius from 4040 Bradshaw Road, Sacramento, CA, 95827.

The fee for using the Department's 24' x 30' mobile platform (stage) will be:

Flat Rate	\$ 1,000.00
Non-Profit Rate	\$ 500.00

**B. Cleaning/Repair Fee**

If excessive cleaning or repair, including vandalism repair (in the opinion of the Director) is required, an additional \$50.00 per hour labor fee, plus the cost of parts and supplies, will be charged to the user. The minimum charge will be \$50.00.

## **SECTION 6. PROGRAM, GROUP ACTIVITY & SPECIAL EVENT PERMIT FEES (see section 7 for American River Parkway Fees)**

### **Permit – Standards for Issuance (Sacramento County Code 9.36.021)**

The director shall issue a permit hereunder when he finds:

- a. That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park;
- b. That the proposed activity or use will not unreasonably interfere or detract from the promotion of public health, welfare, safety, and recreation;
- c. That all conditions including, where applicable, the payment of fees, approval of the Board of Supervisors, and insurance coverage, are met;
- d. That the proposed activity or use is not reasonably anticipated to incite violence, crime, or disorderly conduct;
- e. That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense or security operation by the Department; and
- f. That the facilities desired have not been reserved for other use. (SCC 36 § 2 (part), 1971.)

### **Staff Review**

Regional Parks' staff, during review of the application shall consider, but not be limited to, the following:

- Compliance with SCC section 9.36.021
- Impact on the natural resources and other park users.
- Extent of Departmental involvement required to facilitate the event.
- Past history of the sponsor in conducting special events.
- Applicant's past experience with planning and implementing similar events.
- Purpose of the event.
- Impact upon, and permits or approvals required by, other agencies.
- Day and month of the event.

### **Application Process & Deadlines**

- Applications may be submitted beginning September 1<sup>st</sup> for events taking place in the coming year. All priority groups will be assigned on September 16<sup>th</sup> any application received after 5:00pm on September 15<sup>th</sup> will be reviewed on a first come first served basis.
- Applications received after the filing dates in September shall be submitted by the applicant at least sixty (60) days prior to the proposed date of the event.

### **Terms & Conditions**

If an application is approved, a permit will be issued to the applicant. This permit will outline specific requirements of the applicant in order for the event to proceed. Attachments A, B & C include a list of typical event conditions and etiquette expectations used by Regional Parks. Additional conditions may be required based upon the characteristics of the event, including size, location and nature. Regional Parks may amend terms or conditions on a case by case basis as

long as events are consistent with County adopted area or master plans such as the American River Parkway Plan.

**Priority System**

Regional Parks Staff will assign priority groups using the following Priority Group definitions for all applications received before 5:00 pm on September 15th. The Priority system will be used for circumstances where there are conflicts with date requests for group activities or special events. The Department will make every effort to accommodate requests; however, group priority does not guarantee an event or activity.

Priority Group 1: Benefits or is sponsored by Sacramento County Regional Parks

Priority Group 2: Benefits American River Parkway partner or project

-or-

Event is organized for the exclusive use of a Sacramento County resident. Activities in this category generally include weddings, birthday parties and other activities that are closed to the public.

Priority Group 3: Benefits a Non-profit who supports programs in Sacramento County

Priority Group 4: All other groups, non-profits, and organizations.

In order to qualify for priority ranking all applications will require a complete description of the project or non-profit as the beneficiary for the event. Application shall include a completed Benefit Form that describes the project or beneficiary and the amount (either by flat rate or percentage of gross sales) that the event will contribute.

See Priority Registration Form Attachment D

**APPLICATION PROCESSING FEES**

A fee shall be charged for processing of special event permit requests. These fees are payable in advance and are not refundable, even if the permit is denied.

<p><b>Standard Special Event, Trail Event Permit, Program Permits, Group Activity, and Professional Instruction Application Processing Fee</b> (required for review of the special event or program application)</p>	<p style="text-align: right;">\$ 50.00</p>
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**A. Programs**

Programs are interpretative or instructional activities that are generally provided by staff, instructors, user groups, or outside vendors. They may be single day activities or ongoing regularly scheduled activities. Such programs include, but are not limited to: fishing programs; game bag kits; interpretive programs; interpretive exhibits; special interest classes; activities for people with disabilities; or revenue-generating activities implemented by user groups. The Director shall determine organized interpretive and recreation program fees as reasonably necessary to cover the cost of providing the service unless a specific fee is provided in this section.

**Professional Instruction (See Section 7 for American River Parkway Specific Professional Instruction Fees and limitations)**

Professional Instruction activities are a sub-category of recreational programs, generally defined as organized “fee for service” group exercise activities that are organized by a specific group or individual for training or coaching on trails or in a park facility. *A Professional Instruction permit is required when any individual or group is actively organizing, directing or monitoring exercise or activities.* These events occur routinely or are scheduled to occur more than one time per year. Professional Instruction programs shall not be competitive. Total costs to obtain a Professional Instruction Permit include the standard application fee in addition to the annual Professional Instruction permit fee based on the number of participants, as outlined in the table below. All instruction activities will be conditioned through the Professional Instruction permit. Applicants are to submit one application for the calendar year which will include all anticipated program event dates.

**PROFESSIONAL INSTRUCTION PROGRAM PERMIT FEES**

Professional Instruction Permit (1-10 participants)	\$ 30.00
Professional Instruction Permit (11-20 participants)	\$ 40.00
Professional Instruction Permit (21-40 participants)	\$ 50.00
Professional Instruction Permit (41-75 participants)	\$ 100.00
Professional Instruction Permit (76-100 participants)	\$ 150.00
Professional Instruction Permit (101-150 participants)	\$ 200.00
Professional Instruction Permit (150-250 participants)	\$ 300.00

**B. Special Event Permits (See Section 7 for American River Parkway Specific Trail Event Fees)**

Special Events are events that are organized and planned by groups or individuals for a specific recreation activity. They are generally short in duration not lasting more than a few days and include, but are not limited to: food events, weddings, concerts, birthday parties, trail runs, bike rides, casual music events, celebrations, or any other gathering of similar nature. A permit is required for all special events as stated in Parks Ordinance

9.36.021 when it meets one of the following criteria:

- 1) The event is organized for the participation of the general public and attracts more than 41 participants.
- 2) A fee is charge for participating in the event.
- 3) Any event requiring the exclusive use of a park or facility.

**SPECIAL EVENT PERMIT FEES**

Special Event Permit (1-99 participants)	\$ 100.00
Special Event Permit Fee (100-499 participants)	\$ 350.00
Special Event Permit Fee (500-999 participants)	\$ 650.00
Special Event Permit (1,000 + participants)*	\$ 1,250.00
* Picnic Site Reservations, all events over 1000 participants include the use of picnic sites <i>if they are available</i> at the time of event confirmation.	no additional charge
Vendor Booth Fee (if applicable)	\$ 150.00 per booth

**C. Trail Event Permits (See Section 7 for American River Parkway Specific Trail Event Fees)**

The Trail Event fee includes the use of parks and facilities along the route designated by the event organizer and approved by the County. Events that apply to this fee schedule include, but are not limited to, triathlons, marathons, fun runs and other similar events. The Closed Trail fee includes the use of County Property, Picnic Areas (if available at the time of the reservation) and park facilities. A permit is required for all Trail Events as stated in Parks Ordinance 9.36.021 when it meets one of the following criteria:

- 1) The event is organized for the participation of the general public and attracts more than 41 participants.
- 2) A fee is charge for participating in the event.
- 3) Any event requiring the exclusive use of a park or facility.

**TRAIL EVENT PERMIT FEES**

Closed Trail Event	\$ 6,000.00
Open Trail Event	\$ 2.00 per participant
*Picnic Site Reservation, all events over 1000 participants include the use of picnic sites <i>if they are available</i> at the time of event confirmation.	no additional charge

*Safety Requirements for all trail events are included in Attachment C*

**D. Special Services**

Special services (those which are above and beyond normal Department operational costs, as determined by the Director, which are performed exclusively for the benefit of the special permit holder) required will be billed at the current (on date permit is issued) loaded labor rate for the class affected (e.g. Park Ranger, Recreation Specialist), as applicable. If applicant cancels the event or withdraws the application, the permit fee will be forfeited.

## **SECTION 7. AMERICAN RIVER PARKWAY, GROUP ACTIVITY & SPECIAL EVENT PERMIT FEES**

This section shall only apply to the American River Parkway and shall, in the event of any conflict, supersede other sections of this fee schedule.

### ***Permit – Standards for Issuance (Sacramento County Code 9.36.021)***

The director shall issue a permit hereunder when he finds:

- a. That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park;
- b. That the proposed activity or use will not unreasonably interfere or detract from the promotion of public health, welfare, safety, and recreation;
- c. That all conditions including, where applicable, the payment of fees, approval of the Board of Supervisors, and insurance coverage, are met;
- d. That the proposed activity or use is not reasonable anticipated to incite violence, crime, or disorderly conduct;
- e. That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense or security operation by the Department; and
- f. That the facilities desired have not been reserved for other use. (SCC 36 § 2 (part), 1971.)

### ***American River Parkway Plan- Standards for Issuance***

Before any activity, facility, use or development can be permitted to occur in the American River Parkway, the Parkway Manager shall determine in each case that the activity, facility, use or development is consistent with the American River Parkway Plan and will occur in a manner that:

- (a) Minimizes impacts on other Parkway users, natural resources and aesthetic values in the Parkway,
- (b) Is otherwise in accordance with California Public Resources Code, Section 5840 et seq. (i.e. the American River Parkway Plan and applicable County Ordinances), and
- (c) Is compatible with the goals and policies of the Parkway Plan.

### ***Staff Review***

Regional Parks' staff, during review of the application shall evaluate, but not be limited to, the following:

- Compliance with the American River Parkway Plan
- Compliance with SCC 9.36.021
- Impact on the natural resources and other park users.
- Extent of Departmental involvement required to facilitate the event.
- Past history of the sponsor in conducting special events.
- Applicant's past experience with planning and implementing similar events.
- Purpose of the event.
- Impact upon, and permits or approvals required by, other agencies.
- Day and month of the event.

## ***Application Process & Deadlines***

- Applications may be submitted beginning September 1<sup>st</sup> for events taking place in the coming year. All priority groups will be assigned on September 16<sup>th</sup>; any application received after 5:00pm on September 15<sup>th</sup> will be reviewed on a first come first served basis.
- Applications received after the filing dates in September shall be submitted by the applicant at least sixty (60) days prior to the proposed date of the event.

## **Priority System**

Regional Parks Staff will assign priority groups using the following Priority Group definitions for all applications received before 5:00 pm on September 15th. The Priority system will be used for circumstances where there are conflicts with date requests for group activities or special events. The Department will make every effort to accommodate requests that are consistent with the American River Parkway Plan, however group priority does not guarantee an event or activity.

Priority Group 1: Benefits or is sponsored by Sacramento County Regional Parks

Priority Group 2: Benefits American River Parkway partner or project

-or-

Event is organized for the exclusive use of a Sacramento County resident. Activities in this category generally include weddings, birthday parties and other activities that are closed to the public.

Priority Group 3: Benefits a Non-profit who supports programs in Sacramento County

Priority Group 4: All other groups, non-profits, organizations.

In order to qualify for priority ranking all applications will require a complete description of the project or non-profit as the beneficiary for the event. Application shall include a completed Benefit Form that describes the project or beneficiary and the amount (either by flat rate or percentage of gross sales) that the event will contribute.

See Priority Registration Form Attachment D

## ***Terms & Conditions***

If an application is approved, the appropriate permit will be issued to the applicant. This permit will outline specific requirements of the applicant in order for the event to proceed. Attachments A,B & C include a list of typical event conditions and etiquette expectations used by Regional Parks. Additional conditions may be required based upon the characteristics of the event, including size, location and nature. Regional Parks may amend terms or conditions on a case by case basis to ensure that events and activities are consistent with the American River Parkway Plan.



**APPLICATION PROCESSING FEES**

A fee shall be charged for processing of all application requests. These fees are payable in advance and are not refundable, even if the permit is denied.

<b>Special Event, Trail Event, Program Permits, Group Activity, and Professional Instruction Application Processing Fee</b> (required for review of the special event, large group or program applications.)	\$ 50.00
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**A. Group Activity Categories**

Parkway user groups consist of "individual (one to two persons)", "family (three to ten persons)", "Small Group (eleven to twenty persons)", "Medium Group (twenty one to forty persons)", and "Large Group (more than forty persons)." All group activities will be conditioned through a permit when required.

**Individual & Family:** These user groups are smallest in size and, together with Small and Medium Groups, are the intended primary users of the Parkway.

**Groups:** Group activities are a recognized use of the Parkway and can involve nearly any recreational activity allowable by the Parkway Plan. The Parkway Manager is given authority to actively manage group recreational use as necessary to avoid or minimize potential conflicts with other users and to protect Parkway Resources

**Permitted Group Activities**

- a. **Trails Recreation-** This category includes group walking, running, horseback riding, hiking, bicycling, or inline skating activities.
- b. **Competitive group activities** -These are events that are competitive in nature. The bike trail has specific limitations which include (a) fund raising by non-profit or charitable organizations with public and civic interest; or (b) complete recreation for which no entry fee is charged. Competitive events on the bicycle trail shall not exceed one event per month.
- c. **Other Than Trails Recreation** - This category includes picnicking, day camping, and overnight camping (youth camping only) by group participants.
- d. **Group Sports and Athletics-** This category includes group participation in informal activities pursued at fixed locations in accordance with predetermined rules for recreation purposes and is permitted in the Developed Recreation land use category.
- e. **Aquatic Recreation-** This category includes swimming, wading, snorkeling, scuba diving, boating, canoeing, kayaking, rafting, sailing, motor boating, fishing and similar activities.
- f. **Interpretive Programs-** This category includes Guided walks and tours,

walks and tours, living history and cultural programs, guided recreational activities, community outreach. (see chapter 3 ARPP)

**Group Activity Permit Requirements**

Group Activity	Individual & Family (1-10 people)	Small Group( 11-20 people)	Medium Group (21-40 people)	Large Group (41+ people)
Trails Recreation	Permit not required	Permit not required	Permit may be required*	Permit Required
Competitive activities	Permit Required	Permit Required	Permit Required	Permit Required
Other than Trails Recreation Day Camping	Permit not required	Permit may be required*	Permit may be required*	Permit Required
Other than Trails Recreation Picnic **	Permit not required	Permit not required	Permit not required	Permit Required
Other than Trails Recreation overnight camping	Permit Required	Permit Required	Permit Required	Permit Required
Group Sports and Athletics	Permit not required	Permit may be required*	Permit may be required*	Permit Required
Aquatic Recreation	Permit not required	Permit may be required*	Permit may be required*	Permit Required
Interpretive Programs	Permit not required	Permit may be required*	Permit may be required*	Permit Required

\*any group activity that is determined to significantly impact other Parkway users, natural resources, and aesthetics in the Parkway is required to obtain a permit from the Department. If you are unsure, the activity leader/organizer should contact the department for an official determination. Application fees apply to Large Group Activities and Special Events only.

\*\*Special Event/Group activity permits are included with the rental of a picnic site (see section 3). Use must be consistent with "other than trails recreation picnic" group activity designation. Group size is limited based on picnic area occupancy.

**Group Activity Fees**

Group Activity	Individual & Family	Small Group	Medium Group	Large Group
Trails Recreation *	\$2.00 per participant			
Competitive activities *	Closed Trail: \$6,000 Open Trail: \$2.00 per participant			

Other than Trails Recreation *	Use Picnic or Youth Camping Fee schedule
Other than Trails Recreation overnight camping *	\$3.00 per camper see section 2 for additional details
Group Sports and Athletics *	Use Special Event Fee schedule
Aquatic Recreation *	Use Special Event Fee schedule
Interpretive Programs *	\$1.00 per participant
* Parking fees apply	

**B. Group Activities Professional Instruction**

**Professional Instruction**

Professional Instruction activities are organized “fee for service” group exercise activities that are organized by a specific group or individual for training or coaching on trails or in a park facility. *A Professional Instruction permit is required when any individual or group is actively organizing, directing or monitoring activities.* **Professional Instruction is only allowed for permitted group activities.** These events occur routinely or are scheduled to occur more than one time per year. Professional Instruction shall not be competitive. Total costs to obtain a Professional Instruction Permit include the standard application fee in addition to the annual Professional Instruction permit fee based on the number of participants, as outlined in the table below. All instruction activities will be conditioned through a Professional Instruction permit. Applicants are to submit one application for the calendar year which will include anticipated dates. All professional instruction that charge a fee and is conducted on the American River Parkway involving group aquatic activities will be conditioned and reviewed through a concession agreement.

Professional Instruction has the ability significantly impact other Parkway users, natural resources and aesthetics in the Parkway. A permit is required for all professional instruction regardless of the size of the group activity.

***See attachment B for additional limitations and requirements***

**Group Activity Permit Requirements**

Group Activity	Individual & Family (1-10 people)	Small Group( 11-20 people)	Medium Group (21-40 people)	Large Group (41+ people)
Professional Instruction	Permit Required	Permit Required	Permit Required	Permit Required

### Group Activity Fees

Group Activity	Individual & Family (1-10)	Small Group( 11-20)	Medium Group (21-40)	Large Group (41-75)	Large Group (76-100)	Large Group 101-150)	Large Group 151-200)
Professional Instruction	\$30	\$40	\$50	\$100	\$150	\$200	\$300

Professional Instruction may not exceed 200 participants until such time the Department of Regional Parks is able to assess the ongoing impacts of Professional Instruction on the American River Parkway. Permits must be renewed annually and are subject to the conditions outlined in the permit requirements. Failure to adhere to permit conditions will result in additional restrictions or cause the Department to revoke access to the American River Parkway or other park facilities. The Department will evaluate and modify conditions as needed. See attachment B for additional criteria.

### C. Special Event Permits

Special Events are events that are organized for the participation of the general public or for the exclusive use of a park facility for an approved activity. They are generally short in duration not lasting more than a few days and include, but are not limited to: casual music events, weddings, concerts, celebrations, or any other gathering of similar nature. The Parkway Plan recognizes two types of Special Events "Small Special Events" and "Large Special Events." Locations for special events are evaluated when considering an application for a special event permit based upon the ability of the proposed site to support the scope and scale of the event and the ability to manage the event in a way that minimizes impacts on the Parkway's natural setting, other Parkway users, and adjacent communities. Additional measures to be considered are described in the Parkway Plan. A permit is required for all special events as stated in Parks Ordinance 9.36.021 when it meets one of the following criteria:

- 1) The event is organized for the participation of the general public and attracts more than 41 participants.
- 2) A fee is charge for participating in the event.
- 3) Any event requiring the exclusive use of a park or facility.

### SPECIAL EVENT PERMIT FEES

Special Event Permit (1-99 participants)	\$ 100.00
Special Event Permit Fee (100-499 participants)	\$ 350.00
Special Event Permit Fee (500-999 participants)	\$ 650.00
Special Event Permit (1,000 + participants)	\$ 1,250.00
*Picnic Site Reservation, all events over 1000	no additional charge

participants include the use of picnic sites <i>if they are available</i> at the time of event confirmation.	
Vendor Booth Fee (if applicable)	\$ 150.00 per booth

**D. Permit Information**

Once the permit is approved, permit fees will be due based on the type of event and/or the number of people estimated. Attachment A includes a list of typical conditions for special event permits. If the number of participants exceeds that of approved permit, the permit holder is responsible to pay the difference between the permit type granted and the permit type required. Failure to do so will result in the denial of all future special event permit requests.

**E. Special Services**

Special services (those which are above and beyond normal Department operational costs, as determined by the Director, which are performed exclusively for the benefit of the special permit holder) required will be billed at the current (on date permit is issued) loaded labor rate for the class affected (e.g. Park Ranger , Recreation Specialist), as applicable. If applicant cancels the event or withdraws the application, the permit fee will be forfeited.

## ***SECTION 8. DONATIONS***

### **A. Donations**

The Director shall have the authority to make donations to charitable organizations in the form of annual parking passes and 18 hole golfing certificates, if such donations are in the best interests of the Department and the County of Sacramento. The purpose and intent of these charitable donations is two-fold: to support special fund-raising events and to serve as a marketing tool for the regional park system.

### **B. Promotional Programs**

The Director shall be authorized to contract for and implement promotional programs designed to benefit the Department and its mission provided revenues and expenditures fall within the limits of the Board-approved budget. Examples of such promotional programs include sales of Entertainment books and distribution of Water World discount coupons, both of which have provided funds to augment Therapeutic Recreation Services programs.

Additionally, Annual Parking Permit promotions developed independently, or in cooperation with private sector sponsors, may be conducted to increase permit sales.

**SECTION 9. FEES FOR NON-RECREATIONAL USE OF PARK LAND**

**A. Encroachment Permit**

Fee is payable in advance and is non-refundable, even if permit is denied. Initial permit is valid for twelve (12) months.

1. Encroachment permits issued by the Department (actual permit type shall be determined upon review of proposed project scope and estimation of staff time required to process, issue and monitor permit).

Permit Type	Complexity	Required Staff Time	Processing Fee	
			Standard	Expedited
I	simple pass-through; no disruption to facilities or grounds	less than 3 hours	\$200.00	\$300.00
II	modification to facilities or grounds	3-6 hours	\$500.00	\$750-500
III	modification to facilities or grounds	more than 6 hours	\$750.00	\$850.00+

Permit Amendment (changes scope of encroachment) \$250.00

Permit Extension (Extends permitted dates of encroachment up to maximum 12 month permit term) Pro-rated per the amount of extension needed, based on the annual expedited rate.

2. An additional fee shall be assessed for permits, which require monitoring, by the department This fee will be billed at the current (permit date) loaded rate for the class affected (e.g. Associate Landscape Architect, Park Ranger Supervisor, Maintenance Supervisor, etc.), as applicable. An estimate for the monitoring fees will be provided to the Permittee prior to permit issuance. Monitoring fees are due at the time of permit issuance.

In cases where the actual monitoring costs incurred by the Department are greater than the estimated monitoring fee paid by the Applicant, then the Applicant will be requested to pay an additional amount to cover the full cost of monitoring.

Any remaining fees after completion of project will be returned to applicant within 30 days of the Department acknowledging completion of work.

**B. Non-Recreational Use/Concessions (Reference SCC 9.36.077)**

The Director shall establish fees as determined to be reasonably necessary to cover the cost of providing service for non-recreational uses of park land, such as: filming of a movie or advertisement (may not apply to news stories, public service announcements or similar purposes, at Director's discretion), military/law enforcement training exercises, commercial activities, and other non-recreational uses. Such fees may be in addition to a rental fee for the property. Where not otherwise listed, all private non-profit and commercial users will be charged a use fee as noted above or a percentage of gross receipts, whichever is greater. The minimum required percentage will be 15% of souvenirs and concessions gross receipts and 10% of other gross revenue.

**C. Habitat Restoration Program Fees**

The Habitat Restoration Program Fee will require proponent, users of the program, to pay the following fees:

1. Consultation/Coordination Deposit (CCD) in the following amount shall be required of the proponent to initiate the program according to the size of the mitigation project. Should the required Consultant/Coordination services exceed the initial deposit, the proponent will be required to submit an additional amount as determined by the Director.

Consultation/Coordination Deposit for project consultation:

less than one	\$ 3,000
one to three	\$ 6,000
three to five	\$ 8,000
more than five	\$10,000

2. In addition, the proponent will be required to pay a fee per acre of parkland area required for the mitigation project, based on the mitigation type:
  - a. Valley Elderberry Longhorn Beetle Habitat: \$23,000 / acre
  - b. Oak Woodland Habitat: \$12,500 / acre
  - c. Riparian Habitat : \$65,000 / acre
  - d. Grassland Habitat : \$ 5,600 / acre



3. If the Department is requested and elects to maintain the mitigation project for the establishment period, the proponent shall also contribute to an annual Maintenance Fund (MF). The MF will be based on projected annual cost of maintaining the mitigation project and will be dependent on the type of project, complexity, and the degree of maintenance and monitoring required. The annual maintenance cost will be negotiated with the proponent and will be billed at the current loaded rate for the class affected (e.g. Senior Natural Resource Specialist, Maintenance Supervisor, etc.), as applicable. A 3% cost-of-living-adjustment will be applied for each subsequent year until the establishment period is complete. The proponent has the option of performing the maintenance work personally or contracting for this service.
4. All permits and approvals by other governmental entities (USFWS, EPA, California Department of Fish & Game, Corps of Engineers, et al) shall be the responsibility of proponent.

**D. Planning Review Fee for Projects within the Special and Combining Land Use Zones**

1. Staff Level Review:

a. Fee Structure

The applicant shall pay a fee to the County for plan review and any and all services performed by the Department related to a project in the Combining Land Use (PC) Zone. The fee for these services shall be in the amount of the direct costs incurred by the Department and will be billed at the current loaded rate for the class affected (e.g. Associate Landscape Architect, etc.), as applicable.

b. Payment of Fees

A minimum deposit of seven hundred and fifty dollars (\$750.00) shall be paid by the applicant upon submittal of an application for a building permit or other entitlement of use, building or structure subject to the (PC) Combining Zone that is reviewed by Department staff. In the event the cumulative accrued charges exceed the above minimum, the County shall submit monthly billings to the applicants for costs incurred to date of billings in excess of the minimum deposits required. Interest of one and one-half percent (1 1/2%) per accounting period (28 day cycle) compounded each accounting period shall be added to the unpaid balance due to any account which has not been paid within twenty-eight days of the date it was billed. All fees must be paid prior to final Departmental review. In the event the actual total charges are less than the minimum deposit amounts, the County

shall reimburse the applicant the difference between the minimum deposit and the actual total charges.

2. Development Plan Review (or above):

a. Fee Structure

The applicant shall pay a fee to the County for plan review and any and all services performed by the Department related to a project in the Combining Land Use (PC) Zone. The fee for these services shall be in the amount of the direct costs incurred by the Department and will be billed at the current loaded rate for the class affected (e.g. Associate Landscape Architect, etc.), as applicable.

b. Payment of Fees

A minimum deposit of one thousand, one hundred dollars (\$1,100.00) shall be paid by the applicant upon submittal of an application for a building permit or other entitlement of use, building or structure subject to the (PC) Combining Zone that is reviewed by Department staff. In the event the cumulative accrued charges exceed the above minimum, the County shall submit monthly billings to the applicants for costs incurred to date of billings in excess of the minimum deposits required. Interest of one and one-half percent (1-1/2%) per accounting period (28 day cycle) compounded each accounting period shall be added to the unpaid balance due to any account which has not been paid within twenty-eight days of the date it was billed. All fees must be paid prior to final Departmental review. In the event the actual total charges are less than the minimum deposit amounts, the County shall reimburse the applicant the difference between the minimum deposit and the actual total charges.

## ***SECTION 10. ADMINISTRATIVE FEES***

Copies of items on current Recreation and Park Commission or Board of Supervisors agendas are exempted from administrative charges. However, administrative fees may be applied to supplemental information (i.e. in excess of that routinely made available to the public at the meetings) related to agenda items. Non-current agenda items are subject to the following charges:

### **A. Copy of document**

1.	First page	\$2.00
2.	Additional pages from same document	\$0.25/Page

### **B. Blueprinting**

Copies of plans will be applied to all blueprinting requests to cover direct expenses.

1.	For other printing (5 or more sheets) Direct costs & Administrative Fee	\$ 10.00 + Minimum \$2.00/Copy
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## ***SECTION 11. FACILITIES OPERATED UNDER LEASE BY OTHERS***

### **A. Soccer Facility Use Fees Cherry Island Soccer Complex**

Cherry Island Soccer Complex is operated by California Youth Soccer Association, District 6 under ***a use agreement approved by the Board of Supervisors.*** The contractor sets use, league and tournament fees in accordance with the ***agreement.***

### **B. Elk Grove Regional Park**

Elk Grove Regional Park is operated by Cosumnes Community Services District under ***a lease agreement approved by the Board of Supervisors.***

### **C. Gibson Ranch County Park**

Gibson Ranch County Park is operated by Gibson Ranch LLP, ***a lease agreement approved by the Board of Supervisors.*** The lessee sets use and program fees in accordance with the ***agreement.***

### **D. McFarland Ranch**

McFarland Ranch is operated by Galt Area Historical Society under ***a lease agreement approved by the Board of Supervisors.***

### **E. Dry Creek Ranch House**

Dry Creek Ranch House is operated by Rio Linda Elverta Historical Society under ***a lease agreement approved by the Board of Supervisors.***

### **F. Mabel Jean Roach Ranch/Project RIDE**

Mabel Jean Roach Ranch is operated by Project RIDE under ***a lease agreement approved by the Board of Supervisors.***

### **G. Effie Yeaw Nature Center**

Effie Yeaw Nature Center is operated by American River Natural History Association under ***a lease agreement approved by the Board of Supervisors.***

## ***SECTION 12. POLICIES***

### **A. Exchange of Services for Fees**

The Director may waive or reduce applicable fees in exchange for services, the value of which equal or exceed the revenue that would be expected from the fees waived or reduced. Any such arrangement must be agreed to in writing (e.g. use permit, work plan) by the Director. Any organization utilizing this option must identify participants and control facility use and/or entry. Only persons directly connected to the organization may be covered by the fee waiver or reduction.

### **B. Reservation Cancellations**

Unless otherwise provided herein or agreed to in a written agreement, cancellation of a reservation for facility use shall be subject to forfeiture of any fee or deposit paid if canceled less than 30 days prior to the event (With the exception of picnic reservations sites, where a credit will be given and not a cash refund). If the reserving party has paid more than the minimum fee for a facility (e.g. reserved additional days), any fees paid over and above the minimum shall be refunded. In the event a party who cancels with less than 30 days notice has both paid a fee and submitted a deposit, the deposit shall be returned, but the fee shall be forfeit

### **C. Fee Change Policy**

In accordance with the park fee policy adopted by the Sacramento County Board of Supervisors (Resolution #88-2653), fee changes may affect existing facility reservations. The policy states "...fees charged are those which are in effect on the date of facility use, provided that date is at least 30 days after the effective date of the existing fee schedule or the facility reservation was made after said effective date." This policy applies to all changes to this fee schedule unless specifically noted otherwise herein.

**D. Payment Policy**

All vehicles entering County parks where kiosks are in operation and fees are being collected, or where iron rangers are located, shall be required to pay a vehicle parking fee unless one of the following conditions is met:

1. The vehicle displays a valid annual vehicle-parking permit.
2. The vehicle displays a valid daily vehicle-parking permit.
3. The vehicle is entering the park for a purpose for which parking fees are specifically excluded in this fee schedule.

There are no exceptions to this policy. Vehicle or person drop-offs are not exempted from vehicle parking fees.

- E.** The existence of an approved fee does not guarantee that the service/facility will be available.

### ***SECTION 13. GOLF COURSE FEES***

The County Board of Supervisors is the authority that governs all rate changes at the County of Sacramento golf courses. On June 27, 2000, the Board delegated authority to the Director of Regional Parks to approve fee changes within certain limits (by Resolution No. 2000-0828). The Director has the authority to approve fee changes up to a specific ceiling. This ceiling adjusts along with the Consumer Price Index.

Golf green fees for Ancil Hoffman Golf Course, Cherry Island Golf Course, and Mather Golf Course are adjusted routinely to immediately respond to market conditions that may require fee rate changes which correspond to play demand. The rate time periods and play categories may also be adjusted.

Green fees and other golf fee policies are outlined in the County Golf Policy & Procedures Manual. Current golf fees are posted on-line at [www.sacparks.net](http://www.sacparks.net)

**TERMS USED IN THE FEE SCHEDULE**

**Director**

The term "Director" refers to the Director of the Sacramento County Department of Regional Parks or his/her designee.

**Department Sponsored Programs/Public Agencies**

These programs are under the direction or sponsorship of the County and offer recreational value. The County should not incur any program liability. The agreement will cover County costs for maintenance and supplies, and the County will have some authority over fees and profits.

**Examples**

Southgate Recreation and Park District  
City of Sacramento/Folsom/Isleton/Galt  
San Juan School District  
Cosumnes River College  
Elk Grove Girls Youth Softball

**American River Parkway Partner or project**

These partners are those that manage property on behalf of the County, provide a program on County property or are providing support for improvements for projects on the American River Parkway.

**Non-Profit who supports Sacramento County**

These organization is an organization or group in which the aim of fund raising serves a community-wide benefit or purpose and is not for the exclusive benefit of the group. It includes youth service, community service, community cause and church organizations. The organization or group must allow the general public the opportunity to participate, have officers, have a definite organizational structure, and meet regularly. The organization or group must be non-profit and tax-exempt (501.c.3).

**Examples**

Elk Grove Western Festival	Chamber of Commerce
Society for the Blind	Cosumnes Patrons Club
Easter Seals Society	Valley High Church
American Cancer Society	Girl Scouts
St. Peters Lutheran Church	Boy Scouts
Elk Grove Optimist Club	Campfire Girls
NAACP	YMCA/YWCA



## **Private Non-Profit Groups and Commercial Users**

This is an organization or group in which the majority of the revenue goes for the improvement of the organization or private gain. This includes, but is not limited to, paying for travel expenses, lobbying expenses, dinners for membership and fund raising for organizational activities. This category includes social and recreational clubs, businesses, political activities, and private businesses.

### **Examples**

Trippers Dance Club  
Sacramento Speed Boat Association  
Safeway Markets  
Pizza Barn  
Sumitomo Bank

Political Campaign  
Jazzercise  
Sacramento Valley Sports  
Elkettes ASA

## **Deposits**

Sacramento County may apply deposits toward cancellation fees, late charges, additional rental fees, costs incurred due to cleaning or repair of the facility, or other charges due. If the facility is damaged or if an extraordinary amount of cleaning is required, additional charges over and above the deposit may be assessed.

## ***Special Event Permit Procedures and General Conditions***

These are provided as a sample only. Terms and Conditions are subject to change based on the activity and needs of the Department.

If a special event permit application is approved, a special event permit will be issued to the applicant. This permit will outline specific requirements of the applicant in order for the event to proceed. *Attachment A* is a list of typical event conditions used by Regional Parks. Additional conditions may be required based upon the characteristics of the event, including size, location and nature. Regional Parks may amend or eliminate certain conditions based on the type of activity and size of the group. Terms and conditions will be evaluated on a case by case basis as long as events are consistent with County adopted area or master plans such as the American River Parkway Plan.

All special events must meet the following standards

The activity must:

- (a) Minimize impacts on other Park users, natural resources and aesthetics in the Parks,
- (b) Be otherwise in accordance with California Public Resources Code, Section 5840 et seq. (i.e. the American River Parkway Plan and applicable County Ordinances, and
- (c) Be compatible with the goals and policies of the applicable area or master plan .

### **1. General Conditions**

- Events shall NOT exceed the capacity of the park, as determined by Regional Parks' staff.
- The applicant shall reimburse County department(s), upon request, for expenses incurred as a result of providing extra services for the event.
- The applicant shall obtain, and present to the Regional Parks, copies of all permits and written approvals from other agencies that may be required prior to conducting the event.
- The applicant shall estimate on the application the number of participants that will take part in the event and shall not allow the number of participants to exceed that estimate.
- County of Sacramento prohibits discrimination on the basis of race, color, national origin, age or disability for programs or activities offered within County facilities.

### **2. Special Event Filing & Permit Approval**

After receiving a preliminary special event application approval from the special event staff, the submission of permit and other applicable fees is required to reserve a future special event date and time.

- The submission of a filing fee should not be construed as a special event approval or a confirmation of a special event date.

- Event organizers should not assume special events are approved based on the previous year's event approval.
- All special event coordinators for new events and annual events are required to complete the entire special event process for each event date.
- Special events will not be advertised to the public prior to the approval of the special event.
- Competitive activities requiring the closure of the Jedediah Smith Bike Trail will not be approved during the summer months of June, July or August with the exception of Eppie's Great Race in July.

### **3. Special Event Insurance**

All special event applicants must obtain a Certificate of Insurance specifically naming the ***County of Sacramento*** as additionally insured.

- All special event applicants must obtain a Certificate of Insurance in an amount no less than \$1,000,000.00.

### **4. Other Jurisdictions**

Many agencies require approval for events that impact their jurisdiction (i.e. Sac PD, CalTrans, cities and counties). If required, you must provide an approval letter from these agencies.

### **5. Fees (see fee schedule for specific details and fees)**

All special event fees must be paid in full two weeks prior to the special event

#### *a. Filing & Processing Fees.*

- Filing Fee is \$50.00, non-refundable. A completed permit application is required to be submitted a minimum of 60 days in advance of the special event.
- Non-profit and for-profit special events will require the same filing and processing fees.

#### *b. Permit Fees*

- Permit fees will be consistent with the fee schedule

#### *c. Parking/Day Use Fees*

- Parking/Day use fees are required in conjunction with special event fees.
- Special event participants, special event volunteers, and special event spectators are required to pay day use fees upon entering the park, in a motorized vehicle. This fee is \$5 per vehicle in most areas.
- Special Event Permittees can purchase post payment parking passes for day use parking fees prior to the event.

#### *d. Fee Payments*

- All payments must be made by means of check, money order, cash, or credit card.
- Checks must be made payable to ***County of Sacramento Treasurer.***

- All fees must be paid in full at least 14 days prior to the event and NO post dated checks will be accepted.
- Separate payments must be submitted for the Filing & Processing Fee and Permit Fees.
- During the initial application process, only the Filing & Processing Fee will be accepted. All other payments will be returned immediately.

*e. Waiver of Fees*

- Some fees may be waived for Regional Parks co-sponsored or cooperative/volunteer association sponsored events.

## **6. Advertising**

- Regional Parks is not responsible for any losses associated with early advertising and recommends that applicants receive event date approval prior to any advertising.
- Regional Parks or County logos are not to be used unless specifically permitted in event conditions.

## **7. Music – Public Address Systems**

Music and Public Address systems can be used during special events.

- Event organizers must submit a special event layout map sixty (60) days prior to the event with all site location(s) for all amplified sound systems.
- Amplified sound permit is required for all amplified sound.
- Regional Parks does not provide electricity for music or public address systems.

## **8. Sales of Goods & Services**

The selling or offering for sale any goods, services, liquids or edibles for human consumption is prohibited without the proper approvals.

- All state and local regulations must be met before such sales are allowed.
- All beverage and food sales are required to comply with all local and state health & safety codes and regulations.
- County Department of Environmental Health can be reached at **916-876-7221**
- Glass containers are prohibited at special events.
- All grease and oils from cooking will be removed from park. No illegal dumping of grease or oils on park grounds, in trash cans, or dumpsters is allowed.
- No food, liquid, ice, or any other substance may be dumped on park grounds.

## **9. Alcoholic Beverages**

Alcohol may be permitted during special events, except in park areas where alcohol is prohibited. Requesting the presence, consumption, and/or sale of alcohol has some very specific requirements, as follows:

- No alcoholic beverages shall be sold at any special event without a valid A.B.C. license on file with Regional Parks staff. The valid A.B.C. license will be presented 14 days prior to the scheduled event date.

- Sales shall normally be limited to an enclosed “beer garden” area. Sales with drinking permitted within larger event venues shall be at the discretion of the Director.
- Alcoholic beverages are prohibited in any type of glass container

### **10. Natural & Cultural Resource Protection**

Special Events will not negatively impact the park’s cultural and natural resources. Environmental reviews may be required for some special events.

- No person shall willfully injure or destroy any cultural or natural resource.
- No vehicles are allowed on lawns or closed areas.

### **11. Portable Restrooms**

Depending on the size of the event and the availability of park restrooms, special events will be required to contract for portable restrooms.

- During the application process the special event staff will review the impact to the park’s restroom facilities. Larger special events will be required to contract for portable toilets to be placed in the park for an event.
- Permittees are required to provide portable toilets at locations where no permanent facilities are in place and/or when “total attendance” (including organizers, participants, volunteers, and spectators) exceeds existing restroom facility capability.
- The ratio of users per portable toilet is 100 to 1. The use of portable toilets must meet Regional Parks’ accessibility standards, which is 10 regular portable toilets to 1 accessible toilet.
- Portable restrooms must be removed within 3 days of the event. If Regional Parks’ assistance is required, the cost of removing restrooms will be charged to the special event permittee.

### **12. Dumpsters**

- Dumpsters may be required when the projected special event attendance exceeds 500 people; this includes participants, support teams, special event volunteers, and spectators.
- Dumpsters can be placed in parking lots or offsite areas. Dumpsters cannot block vehicle access; Emergency Response vehicles, Park vehicles, and vehicles associated with special event.
- Dumpsters must be removed within 3 days of event. If Regional Parks’ assistance is required, the cost of removing dumpsters will be charged to the special event permittee.

### **13. Site Preparations & Security**

Event organizers can request extra time to prepare special event locations. Early site preparations and time must be coordinated through the special event staff during the filing process.

#### **a. Special Event Layout**

- Event organizers must submit a special event layout map sixty (60) days prior to the event. The layout map will detail: emergency response routes, the special event course, parking, camping, fencing, food service, concessions, portable restrooms, dumpsters, and any other equipment or structures used during the event.

#### **b. Special Event Security**

- Event organizers are responsible for the overnight security of the equipment and event structures.
- If event staffing or security is present at an event site overnight, an overnight security plan will be required detailing: personnel, contact phone numbers, and other pertinent information.

## ***Professional Instruction Procedures and General Conditions***

These are provided as a sample only. Terms and Conditions are subject to change based on the activity and needs of the Department.

If a Professional Instruction application is approved, a professional instruction permit will be issued to the applicant. This permit will outline specific requirements of the applicant in order for the Professional Instruction to proceed. *Attachment B* is a list of typical event conditions used by Regional Parks. Additional conditions may be required based upon the characteristics of the event, including size, location and nature. Regional Parks may amend or eliminate certain conditions based on the type of activity and size of the group. Terms and conditions will be evaluated on a case by case basis to comply with County adopted area or master plans such as the American River Parkway Plan.

All professional instruction must meet the following standards

The activity must:

- (a) Minimize impacts on other Park users, natural resources and aesthetics in the Parks,
- (b) Is otherwise in accordance with California Public Resources Code, Section 5840 et seq. (i.e. the American River Parkway Plan and applicable County Ordinances, and
- (c) Is compatible with the goals and policies of the applicable area or master plan.

### **1. General Terms and Conditions**

- Professional Instruction shall NOT be competitive.
- Professional Instruction shall NOT exceed 200 participants (American River Parkway) or 250 all other facilities at any time.
- Bike "coaches" are not permitted to ride with runners.
- No instruction shall occur on Blackout Dates. A list of dates will be given to organizers at the beginning of the year and is subject to change.
- Professional Instruction shall occur between sunrise and sunset.
- Regional Parks may revoke Professional Instruction Permits at any time for not following proper etiquette.
- Professional Instruction permit holders will be required to log their hours, locations and participant numbers. Failure to comply with logging will result in revoking the permit.
- Professional Instruction shall not impact the general flow of traffic on the Parkway.
- Professional Instruction must have a staggered start time, of every 5 minutes, releasing participants in small groups of 12 or less to begin activity; or use additional trails or levee located in the American River Parkway
- Professional Instruction shall not occur on the equestrian/hiking trails.

## 2. Trail Rules

The Jedediah Smith Memorial Trail provides thousands of American River Parkway users with a unique recreational opportunity. As the use of the trail increases, so does the concern for safety of the users. All permit holders and participants are expected to be courteous to all users of the trails. Discourteous behavior will result in limitations and or revocation of any and all permits. Please adhere to the following rules that will help you and other visitors using the trail have a safer and more enjoyable experience.

- **Cyclists have the right-of-way along the bicycle trail.** Please yield to bikes while on the Parkway.
- **Use the left shoulder when it is accessible to you.** Joggers and walkers should use the left dirt shoulder of the pedestrian trail facing bicycle traffic. Joggers and walkers should stay on the dirt shoulder off the pavement to minimize the chance of an accident.
- **Stay single file.** This reduces the chance of people straying onto the paved trail and potentially being involved in an accident. If you want to walk/run with a group of people, it is asked that you either walk/run along the levee or move away from the bike trail.
- **Give audible signal when passing.** Give a clear warning signal before passing.
- **Pull completely off the trail if you need to stop.** By pulling off the trail, you are less likely to get hit by bike traffic and cause an accident.
- **Obey all traffic signs.** Be sure to yield to traffic signs and follow any detour signs. Stop at the stop signs. Obey trail closure and detour signs. Be aware of signs warning of hazards.
- **Bike "coaches" are not permitted to ride with runners.** Bike coaches are dangerous because they travel at a slower speed and generally ride next to the runner. This does not follow rules of the trail in which bicycles are to ride on the right and increases the chance of an accident along the trail.
- **Be Predictable.** Travel in a consistent manner. Always look behind you before changing positions or turning around on the trail. This will reduce your chances of colliding with another user along the trail.
- **Wearing Headphones is not permitted while on the trail.** Headphones reduces your ability to hear what is going on around you and therefore increases the chance of an accident.
- **Leave No Trace.** Be sensitive to the Parkway, stay on existing trails and pack out what you take in. Do not litter and encourage others to respect the Parkway and do the same.

### **Emergencies along the Parkway**

- If an emergency occurs along the American River Parkway and immediate attention is needed by Fire, Ambulance, or Law Enforcement, do the following:
  - -Note the mile markers along the trail where the incident occurred.
  - -Locate one of the yellow emergency call boxes along the trail or find a public phone or cell phone and dial "911"
  - -If there are park personnel nearby, tell them of the incident. Most park personnel are equipped with radios and can insure a quick response.
  - -Emergency call boxes are located at various places along the bicycle trail and will automatically dial the emergency operator when the button on the box is pressed.



### **3. Professional Instruction Filing & Permit Approval**

After receiving a preliminary Professional Instruction application approval from the special event staff, the submission of permit and other applicable fees is required to reserve a future instruction dates and times.

- The submission of a filing fee should not be construed as a professional instruction approval or a confirmation of activity dates.
- Instructors should not assume activities are approved based on the previous year's approval.
- Only 1 application needs to be submitted with a list of all projected activity dates.
- To avoid confusion activities should not be advertised to the public prior to the approval from Regional Parks.

### **4. Insurance**

All instruction applicants must obtain a Certificate of Insurance specifically naming the ***County of Sacramento Regional Parks*** as additionally insured.

- All instructors/groups must obtain a Certificate of Insurance in an amount no less than \$1,000,000.00.

### **5. Other Jurisdictions**

Many agencies require approval for activities that impact their jurisdiction (i.e. Sac PD, CalTrans, cities and counties). If required, you must provide an approval letter from these agencies.

### **6. Fees**

All fees must be paid in full two weeks prior to the activity dates.

- a. Filing & Processing Fees.
  - Filing Fee is \$50.00, non-refundable. A completed permit application is required to be submitted a minimum of 60 days in advance of the activity dates.
- b. Permit Fees
  - All organized groups gathering in the parks for professional instruction will be charged a permit fee for assembling on park's property.
- c. Parking/Day Use Fees
  - Parking/Day use fees are required in conjunction with professional instruction fees.
  - Participants, volunteers, and spectators are required to pay day use fees upon entering the park, in a motorized vehicle. This fee is \$5 per vehicle in most areas.
  - We encourage group participants to buy an annual pass, this will save you money in the long run if you do regular activities in County Parks.
- d. Fee Payments
  - All payments must be made by means of check, money order, cash, or credit card.
  - Checks must be made payable to ***County of Sacramento Treasurer.***
  - All fees must be paid in full at least 14 days prior to the activity and NO post dated checks will be accepted.
  - Separate checks must be submitted for the Application Fee, and Permit Fees.

- During the initial application process, only the Filing Fee check will be accepted. All other checks will be returned immediately.

## **7. Advertising**

Activities will not be advertised prior to the approval by Regional Parks.

- Premature advertising of activities is at your own risk.

## **8. Music – Public Address Systems**

Music and Public Address systems may NOT be used during activities.

## **9. Sales of Goods & Services**

The selling or offering for sale any goods, services (other than permitted Professional Instruction), liquids or edibles for human consumption is prohibited during activities. Including advertising booths and sponsor booths. A registration booth is allowed and shall be no more than 12x12 feet.

## **10. Alcoholic Beverages**

Alcohol is NOT permitted during professional instruction activities.

## **11. Natural & Cultural Resource Protection**

Professional Instruction should not negatively impact the park's cultural and natural resources.

- No person shall willfully injure or destroy any cultural or natural resource.
- No vehicles are allowed on lawns or closed areas.

## **12. Portable Restrooms**

Depending on the size of the activities and the availability of park restrooms, activities may be required to contract for portable restrooms.

- During the application process staff will review the impact to the park's restroom facilities. Larger activities will be required to contract for portable toilets to be placed in the park for activities.
- Permittees are required to provide portable toilets at locations where no permanent facilities are in place and/or when "total attendance" (including organizers, participants, volunteers, and spectators) exceeds existing restroom facility capability.
- The ratio of users per portable toilet is 100 to 1. The use of portable toilets must meet the department's accessibility standards, which is 10 to 1.
- Portable restrooms must be removed within 3 days of the activity, unless other arrangements have been made. If parks assistance is required, the cost of removing restrooms will be charged to the professional instruction permittee.

## ***Safety Requirements for All Trail Events***

### **Bike Riders**

**Pass on the left** - Be sure that when you are passing someone, stay on their left side and move to the right after you have passed them. Call out "passing on your left" so you don't startle the person you are passing.

**Pull completely off the trail if you need to stop** - By pulling off the trail, you are less likely to get hit by bike trail traffic and cause an accident.

**Wear a helmet** - It's required for children under 18 years of age and it's a good idea for adults as well.

**Obey all traffic signs** - Be sure to yield to traffic signs and follow any detour signs. Make sure you watch for car traffic, particularly where it crosses the bike trail.

**Pay attention when you ride** - Don't wear headphones and make sure you keep your eyes on the road to look for potential hazards. Stay in your lane.

**Ride in single file** - Even if you are in a group, riding single-file helps keep the trail clear of congestion and reduces the chances of an accident.

**The speed limit is 15 mph** - The trail is not designed for extreme biking and too much speed can be a hazard to you and those around you.

**Stay on the paved trail** – Bicycles must stay on designated trails per the ARPP.

**The trail is best used by experienced riders** - While there is no age limit for bike riders, the bike trail is probably not the best place for someone to learn how to ride a bike. Children and adults who visit the trail should know how to ride.

**Riding in the dark** - When riding in the dark, bicyclists are required to wear a forward-facing white light that is bright enough to be visible from 300 feet in front and from the sides of the bicycle.

### **Pedestrians**

**Use the left shoulder when it is accessible to you** - Joggers and walkers should stay on the dirt shoulder off the pavement to minimize the chance of an accident.

**Stay single file** - This reduces the chance of people straying onto the paved trail and potentially being involved in an accident. If you want to walk with a group of people, it is recommended that you either walk along the levee or move away from the bike trail.

**Keep your dog on a short leash** - Dogs are not allowed to be off-leash within the American River Parkway. Keep them completely off the pavement and on a leash that is no more than six feet in length.

### **Other Parkway Traffic**

**Equestrians** - Horses are only allowed on the horse trails. Be sure to let people know when it is safe to pass your horse when you encounter others. It is recommended that equestrians wear helmets and only use the trails during the day to avoid potential hazards or obstacles that may be hidden from view in the dark.

**Skaters** - Both roller skating and rollerblading are permitted on the trail, and all skaters must obey the same rules as bicyclists. Skateboards are **not** permitted on the Parkway.

**No motorized traffic** - No motorized traffic is permitted on the trail.

Priority Registration Form

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

**Application Process & Deadlines**

- Applications may be submitted beginning September 1<sup>st</sup> for events taking place in the coming year. All priority groups will be assigned on September 16<sup>th</sup>; any application received after 5:00pm on September 15<sup>th</sup> will be reviewed on a first come first served basis.
- Applications received after the filing dates in September shall be submitted by the applicant at least sixty (60) days prior to the proposed date of the event.

**Priority System**

Regional Parks Staff will assign priority groups using the following Priority Group definitions for all applications received before 5:00 pm on September 15th. The Priority system will be used for circumstances where there are conflicts with date requests for group activities or special events. The Department will make every effort to accommodate requests that are consistent with the American River Parkway Plan, however group priority does not guarantee an event or activity.

Priority Group 1: Benefits or is sponsored by Sacramento County Regional Parks

Priority Group 2: Benefits American River Parkway partner or project

-or-

Event is organized for the exclusive use of a Sacramento County resident. Activities in this category generally include weddings, birthday parties and other activities that are closed to the public.

Priority Group 3: Benefits a Non-profit who supports programs in Sacramento County

Priority Group 4: All other groups, non-profits, organizations.

Requested Priority Group: \_\_\_\_\_

Please attach additional sheets as necessary to address the following required questions:

- 1) Based on the categories provided why do you believe your activity or organization meets the required criteria for your requested Priority Group?
- 2) How much net revenue does your organization expect to raise from the proposed event?
- 3) How will the net revenue be allocated? Include project specific details if the revenue is earmarked or limited in any way.
- 4) Please provide a certification letter from the event beneficiary. The letter should include the anticipated donation amount, project or improvements to be made with the donation and a point of contact for post-race follow up.

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Staff Review

Staff Name: \_\_\_\_\_

Assigned Priority Group number: \_\_\_\_\_

Justification for assignment:

Project or Partner description: \_\_\_\_\_

Post-race Donation:

Staff Name: \_\_\_\_\_

Verified Donation yes Name of Contact: \_\_\_\_\_

Final Donation Amount: \_\_\_\_\_