

## **SECTION I - PARK AND BUILDING FACILITY RULES AND REGULATIONS**

The following Park and Building Facility Rules and Regulations are adopted by the Board of Supervisors pursuant to Santa Cruz County Code Section 10.04.040.

### **A. OPERATION**

1. All recreation buildings and park facilities available for group use by reservation shall be operated by the Santa Cruz County Department of Parks, Open Spaces and Cultural Services (Department).
2. All Department buildings and facilities shall be supervised and programmed in accordance with the provisions of these Park and Building Facility Rules and Regulations (Rules and Regulations), as set forth by the Department and adopted through resolution of the Board of Supervisors (BOS).
3. The Department shall exercise prudent and reasonable judgment in the administration of the adopted policy.

### **B. POWERS**

1. The Santa Cruz County Parks and Recreation Commission will be advised of major changes affecting public use.

### **C. USE POLICY**

#### **1. PRIORITY USE**

The Department does hereby declare that the primary use of community buildings and park facilities is for activities of a recreational and social service nature sponsored and conducted by the Department. In order to receive maximum benefit from public investment, County facilities, when not in use for public leisure oriented and civic purposes shall be available for other uses, when such use does not interfere with the primary purpose of the facility. The priority for use of recreation buildings and park facilities shall be governed by the following:

- a. Santa Cruz County Department of Parks, Open Space and Cultural Services
- b. Public recreation/community activities
  - 1) Included in this category are revenue and nonrevenue activities that are open to the public and sponsored by a nonprofit organization or public agency; or a business activity sponsored by a non-profit organization or public agency.
  - 2) Typical activities would include: recreation classes, public hearings, children's special events, senior activities, fundraising for community projects and community organization civic activities.
- c. Other County of Santa Cruz Departmental use
- d. Private recreation, commercial and fundraising
  - 1) Included in this category are activities that are closed to the public or where fundraising is intended for private purposes.
  - 2) Typical activities would include: weddings, staff parties, commercial business meetings and promotions.

#### **2. USER GROUP DEFINITION**

- a. Resident: Anyone residing within the unincorporated area of the County excluding special recreation districts
- b. Non-resident: Anyone residing in the incorporated areas of the County; special recreation districts and outside County limits
- c. Non-profit (eligible for 25% reduction) must show proof of non-profit tax exempt status number

d. Continuous user (eligible for 25% rental fee reduction)

- 1) User who rents on a regular basis, 5 or more times on one permit request
- 2) Performing groups renting auditorium for minimum of 3-8 hour uses
- 3) Typically includes: athletic leagues, class use, monthly service club meetings

### 3. PERMIT REQUIRED

A permit is required, with payment of applicable fees, by groups, non-profits, schools, businesses or individuals conducting a class, activity or program on County Park property (Permit). These activities typically include a donation or fee enrollment by the individual participants.

### 4. ENTIRE PARK EXCLUSIVE RENTALS

- a. Park facilities can be rented for open public events
- b. Each park facility can be rented in full a maximum of once a quarter so as to not limit general public access to facility

### 5. RENTALS FOR SMALL SPECIAL EVENT NON-PROFIT GROUPS

- a. Park facilities can be rented only for events open to the public
- b. Each park facility can be rented in full a maximum of one time per month
- c. Less than 600 attendees and park is still open to the public
- d. Non-profit rentals subject to special event fee in lieu of 2% of gross receipts
- e. Rental subject to normal center rental fees and standard alcohol and sound permit procedures

### 6. EXCEPTIONS

The Parks Director or designee may grant exceptions, on a case by case basis, to limitations regarding rental frequency, dates, and times.

## D. FACILITY RULES

### 1. DATES

- a. Facilities - everyday of the year, except Christmas and Thanksgiving days
- b. Athletic areas – available March 16, through November 30, weather permitting

### 2. HOURS

#### a. Indoor

- 1) Mondays through Thursdays and Holidays - 8:00 AM - 10:00 PM
- 2) Fridays - 8:00 AM - Midnight
- 3) Saturdays - 8:00 AM - 12:00 AM (Activity must end by 11:00 PM)
- 4) Sundays - 10:00 AM - 10:00 PM

#### b. Outdoor - 8:00 AM - dusk, 7 days a week

#### c. Full Facility Rentals

Fee includes use of specified areas for 16 hours between 6:00 AM - Midnight and an additional 4 hours to set up or clean up the day prior or after.

### 3. RESTRICTIONS

For the safety and welfare of citizens of Santa Cruz County, it may be necessary or desirable to restrict the use of the whole or any portion of any facility or equipment owned or controlled by the Department by limiting the

type of activities. The Department shall regulate or prohibit such activities or uses which are deemed to be of hazardous nature, or of a nature which endangers property or which are not legal or allowed by federal, state or county codes and ordinances. It may cause signs or notices to be posted to such effect.

#### 4. ALCOHOLIC BEVERAGES

- a. Alcoholic beverages limited to beer, wine and sparkling wine (champagne) only.
- b. For all activities open to the public and serving or selling alcohol, or charging admission and selling alcoholic beverages, permittee shall be required to, at their expense, obtain and provide proof of:
  - 1) Additional security deposit
  - 2) ABC Permit
  - 3) Liquor Liability Insurance of \$1,000,000
- c. All activities selling alcoholic beverages are subject to:
  - 1) Additional security deposit
  - 2) Alcohol service fee if unable to provide proof of completion of Responsible Alcoholic Beverage Service Training program
- d. Alcoholic beverages will be prohibited at private events that are celebrating for children (under age 17) and at events where children are at least 50% of the attendees

#### 5. CONTROL

The Parks Director or designee shall have the right to enter facilities at all times during periods covered by use permits or other agreements for the purpose of inspecting or utilizing Department community buildings and/or facilities.

#### 6. FACILITY RULES, TERMS AND CONDITIONS OF USE

- a. Permittees are responsible to ensure that all persons attending use will abide by all ordinances, and park Rules and Regulations, including in part:
  - 1) Flammable materials

No flammable materials shall be used in decorations. Fuels and hazardous materials will not be allowed in park buildings or facilities. Candles are not permitted as decorations. Fires shall be confined to fireplaces and barbecue areas specifically designated for such use.
  - 2) Smoking

Smoking is not permitted in park buildings. (County Ordinance No.4322)
  - 3) Capacity

Attendance will be limited to the number of people that can safely and freely move about as determined by the Department and Fire Marshall for each individual facility. All Department activity rooms shall be posted designating capacity.
- b. Permittees will observe and abide by:
  - 1) Time limits

Entrance to the reserved facility is allowed at the time specified in the approved Permit, and users are also expected to leave at the time specified. The times included in their Permit shall include preparation and cleanup time by the user. Private groups serving alcoholic beverages are limited to five (5) hours of activity time, unless otherwise approved by the Department, by permit.
  - 2) Sublease

Permittee shall not assign or sublease any portion of the premises, or any rights under approved Permit without prior approval of the Department. Any such assignment or sublease shall be void, and the County shall have the right to exclude any and all persons from the facility attempting to exercise any right or privilege under such assignment or sublease.

3) Adjacent facilities

Reservation of a specific facility or area does not include adjacent facilities. Adjacent facilities that are not reserved are available to the general public on a first come, first served basis.

4) Sound

Public address systems, electronic equipment and live amplified music are subject to certain restrictions determined by individual facilities. A sound permit may be required for any event pertaining to these uses. The sound permit must be submitted with the Permit for use of facilities.

5) Minors

A minor group shall be known as a group that is predominately comprised of participants under eighteen (18) years of age. Minor groups must be chaperoned at a ratio of one adult (over 18) to twelve (12) minors. Public safety officers may be required for special activities as deemed necessary by the Director or authorized representative.

6) Concessions

The County reserves the sole right to conduct and control, either directly or through separate agreement, all concessions whatsoever in and about Department buildings and park facilities, including but not limited to concessions for checking property, for sale of refreshments, for sale or rental of other merchandise or articles for distribution of programs, for taking photographs, for parking and for other privileges. No concession shall sell or offer for sale any intoxicating liquor in or about community buildings or park facilities without prior consent of the Department, which includes a use Permit. Alcoholic beverages dispensed or distributed without charge or included in the price of admission must also be approved by the use Permit forms.

7) Insurance requirements

Groups charging admission, or a participation fee, asking donations or selling alcoholic beverages must furnish the Department a certificate of General liability and property damage in an amount of not less than One Million Dollars (\$1,000,000) per incident. Such insurance shall name the County as additional insured, be primary coverage and indemnify the County for any and all losses including, but not by way of limitations, attorney fees and legal costs which the County may suffer by reason of this use of the premises.

This provision shall apply to those groups that charge an admission fee to enter the event, or program where, in the judgment of the Director, the risk of the event warrants such insurance protection from the users. Activities which may be required to provide this coverage would be wedding receptions, company business parties, sports events or any groups serving alcoholic beverages.

8) Set up/Clean up

Responsibility for general setup and cleanup of the premises shall be the responsibility of the permittee. Upon request, for an additional fee, staff is available to set up and



break down tables and chairs. Buildings and grounds shall be left free of debris and other refuse pertaining to said use. Cost of corrections shall be deducted from the cleaning and damage deposit. Cleanup includes storing all chairs and tables back into designated areas after the event, cleaning kitchen areas including stove and refrigerator and removing all decorations and equipment immediately following the event. The facility reserved must be restored to pre-activity conditions for a full refund of the cleaning and damage deposit.

9) Damage

a) The user shall not injure, mar or in any way deface the facility or equipment therein; only masking tape may be used in decoration. If the facility is marred or defaced by the act or negligence of the user, employee or employees, patron, guest, or any other person using the facility while the facility is under control of the user, the user will pay to the County, on demand, such sums as the Director shall determine to be necessary to restore the facility or such equipment to its condition prior to such damage. Any deposit made by the user may be retained by the County to cover part or all of the cost of repairing damaged facilities.

b) Deposits and Additional Charges

The Department may collect damage and cleanup deposits from users to assure the costs are associated with services. Deposits are refundable after inspection by Department personnel. Amount of deposit may be increased based on the potential for excessive cleanup or damage.

## E. ADDITIONAL FACILITY RULES

1. Athletic Areas (see Section IV)

2. Aquatic Facilities

- a. Aquatic facilities may be rented for private or public parties/ events
- b. No alcoholic beverages will be allowed on the premises
- c. Pool Rental Fees: All amounts are based on a per hour rate. All uses are a two hour minimum.
- d. All Warm Water Pool rentals include the Tot Pool.
- e. All groups larger than 30 must call for reservations.
- f. Fees apply to normal operating hours only. Pool party rentals conducted outside normal operating hours will be charged \$100 surcharge

3. Rotating Art Exhibits

*The County may allow rotating exhibits at its facilities as a way to extend and enhance its public art and design program. These exhibits will be temporary in nature and will not require the expenditure of County funds. Therefore, the criteria for selection of artists or artworks outlined in other parts of the Public Art and Design Guidelines will not apply. Exhibits may include a variety of subject matter including but not limited to historical exhibits and exhibits of student work.*

*Given the wide geographic and cultural diversity that falls under the County of Santa Cruz's jurisdiction, regionally specific exhibit programs may be established to enable neighborhoods to feel a sense of pride and ownership in County facilities.*

*Live Oak Art & History Program*

*a) Purpose: to foster awareness of Live Oak as a place, thereby inspiring residents to support their community assets and heritage.*

*b) Participating facilities:*

*Simpkins Family Swim Center, 979 17th Ave, 95062: All public wall space that this is managed by the County Parks Department. To the extent possible, the space inside the Library Annex will be included in the exhibit rotations.*

*Sheriff's Center, 5200 Soquel Ave, 95062: left lobby wall to the right of the main entry doors. Only two-dimensional work will be considered for the Sheriff's Center (e.g., photos or other art that can be displayed on a wall).*

*c) Definitions:*

*"Live Oak" is the area bounded by Arana Creek and the Santa Cruz Harbor to the west, 41st Ave to the east, the Monterey Bay to the south and the County Urban Services Line to the north. It includes all of the property managed by the Santa Cruz Port District and the Chaminade Resort.*

*"Live Oak Centered" is Live Oak subject matter including but not limited to history, natural history, locations, geology, people, flora and fauna.*

*"Professionally framed" is artwork that is professionally presented and ready to hang from tracking hooks, not exceeding the weight or size limitations provided to the artist.*

*d) Policy Details:*

*i) Exhibit Submission: Any Santa Cruz County resident or organization interested in displaying an exhibit at participating Live Oak County Facilities may submit an application to the Santa Cruz County Arts Commission (the Commission) via a designated form on the Commission's webpage.*

*ii) Exhibit Solicitation: Parks Arts Program Staff will publicize an annual call to artists to get the word out about exhibition opportunities. The call to artists will be shared with community organizations, history groups, arts organizations, schools, and others to the greatest extent possible. This information will also be posted on the Parks website and social media accounts.*

*iii) Selection Panel: the Arts Commission will form a panel annually in November that meets in early December to review application materials. The panel will consist of at least four members including: Arts Commissioner (1), local artist (1), community member (1), Parks Arts Program staff (1).*

*1) Rating: Panel members will rate each submission based on criteria developed by the Arts Commission. This criteria will give preference to exhibitions with Live Oak Centered content.*

*2) Duration: the Panel may recommend and the Arts Commission may approve exhibits of varying lengths.*

*iv) Implementation and Maintenance: Parks Arts Program Staff will:*

*1) Contact artists/exhibitors regarding the time slot available to them and confirm participation.*

- 2) *Ensure required forms and other information are completed and filed, such as artist agreement, exhibit insurance information and exhibit cards, artist biography, and images for promotional purposes.*
- 3) *Ensure that work is professionally framed.*
- 4) *Coordinate with exhibitor/artist installation and take-down date and time.*
- 5) *Meet exhibitor/artist on install day to ensure work is installed in the correct space(s), provide hanging materials, and demonstrate how the hanging system works.*
- e) *Interactive Map: A dedicated portion of the wall space at Simpkins Family Swim Center will always feature an interactive map of Live Oak. The County Parks Department will maintain the map. The map will:*
  - i) *Highlight significant cultural, historical, and natural landmarks within Live Oak.*
  - ii) *Be designed to engage visitors through digital or physical interactive features.*
  - iii) *Serve as an educational and community resource for residents and visitors alike.*
  - iv) *Be coordinated to the rotating exhibits to the greatest extent possible.*

*These guidelines are subject to review and revision by the Arts Commission and approval by the Board of Supervisors.*

#### **F. SPECIAL EVENT CONDITIONS**

1. Permittees will be subject to administrative special event fee.
2. The Department shall require the following additional services:
  - a. Adequate handicapped accessible parking spaces
  - b. The Veterans Memorial Building must adhere to the terms of their Santa Cruz City Entertainment permit
  - c. Traffic control personnel (includes parking lot attendants)
  - d. First aid services (ambulance, doctors and nurses)
  - e. Fire control services
  - f. Ticket vendor or supervisor
  - g. Special garbage collection
  - h. Sanitary facilities (over and above those available by the Department);and
  - i. Any other control deemed appropriate
3. Concession
 

The County reserves the sole right to conduct and control, either directly or through separate agreement, all concessions whatsoever in and about department buildings and park facilities, including but not limited to concession for checking property, for sale of refreshments, for sale or rental of other merchandise or articles for distribution of programs, for taking photographs, for parking and for other privileges.

No concession shall sell or offer for sale any intoxicating liquor in or about community buildings or park facilities without prior consent of the Department, which includes a use permit. Alcoholic beverages dispensed or distributed without charge or included in the price of admission must be approved by use permit forms.

**4. Performances**

Persons employed by the user of park facilities to work with stage sets, scenery, rigging properties, lighting, sound equipment or to perform other work of specialized or technical nature, including ushering and other duties, shall be experienced and competent and in every respect, qualified to perform their duties without jeopardy or hazard to life, property or equipment. State Workers' Compensation insurance requirements shall be in effect. Copies of insurance certificates are required to be submitted to the Department.

**5. Filming**

Individual or organizations wishing to film on County property must apply through the County Administrative Offices. A nonrefundable permit application fee is required.

**6. Broadcasting**

All television, radio and motion picture rights shall be contracted for only on conditions approved by the Director.

**7. Security**

Permittees are responsible for any Sheriff fee considered necessary by the Sheriff's Department to provide security coverage for the event.

## **SECTION II RESERVATION PROCEDURES**

### **A. HOUR MINIMUM**

1. All full day facility rentals must include a minimum of one hour setup and one hour cleanup within the minimum time allotment.
2. Indoor facilities must be reserved a minimum of:
  - a. Monday through Friday-2 hours
  - b. Saturday, Sunday and Holidays - April 1st– October 31st  
10 hour minimum rental; 6 hour minimum rental if booked within 3 months of desired date. Applicable to all facilities, except Valencia Hall. Valencia Hall rental is 6 hour minimum from April 1st – October 31st
  - c. Saturday, Sunday and Holidays 2 hours November 1st - March 31st
3. Outdoor facilities must be reserved a minimum of:
  - a. Monday through Friday 2 hours
  - b. Saturday, Sunday and Holidays 8 hours
  - c. Aquatic facilities have a 2 hour minimum regardless of day

### **B. RESERVATIONS**

1. All indoor facility reservations must be made in writing at least forty five (45) days in advance of the requested use time. All outdoor facility reservations must be made in writing at least fourteen (14) days in advance of the requested use time.
2. Late reservation requests
  - a. Subject to the availability of staff
  - b. Subject to administrative late processing fee

- c. No reservations will be taken less than 3 days in advance
- d. Hourly rate may be applied to reservation made within 21 days
- 3. All fees and deposits must accompany the completed permit application.
- 4. Reservations are issued on a first come, first served basis. Reservations may be made up to eighteen (18) months in advance by the Department. Reservations may be made by all others up to one year in advance. Once a reservation has been approved, no other group or activity may pre-empt the reserved use.

#### **C. PERMIT CHANGES**

- 1. Date and/or time changes
  - a. Requests must be made in writing at least 14 days in advance
  - b. Any and all permit date or hour changes subject to Department approval.
  - c. Any and all permit date or hour changes subject to administrative permit change fee.
- 2. Cancellations
  - a. All cancellations will be subject to an administrative permit cancellation fee.
  - b. For Full Center Rentals or Entire Park, reservations cancelled up to four months prior to the event are subject to a fee of 25% of the rental fee. Reservations that are cancelled between four months and two months prior to the event are subject to a fee of 50% of the rental fee. Cancellations of less than two months receive no refund of rental fees.
  - c. All cancellations must be submitted in writing.

#### **D. PAYMENT OF FEES**

- 1. All fees and deposits must be paid in full at time of application.
- 2. Continuous user groups and complete park facility rentals may work with Facilities Supervisor to determine payment plan.
- 3. Groups eligible for discounted fees are still responsible for any charges resulting from damage or excessive cleanup as a result of their use.

#### **E. PERMIT DENIALS**

The Parks Director or designee is authorized to refuse or revoke any use Permit or agreement for use of any building or park facility or any part thereof to any user, when said use may create:

- 1. A hazard to public property, spectators, or the general public
- 2. Place the County in a high liability risk position
- 3. Park patrons may be removed from the premises where such conduct may endanger the safety of the patron or others, or where such conduct may damage park property
- 4. The right to revoke permission for use of a facility at any time is retained by the Director

## **SECTION III - FEES SCHEDULE DEVIATIONS**

### **A. REDUCTIONS**

Certain groups may fit into one of the following categories for fee reduction, and be eligible for the corresponding fee reduction:

1. Non-profit groups are eligible for a 25% fee reduction
2. Continuous users are eligible for a 25% reduction
3. Non-profit continuous user groups are eligible for a 25 to 50% fee reduction
4. Rentals of indoor facilities (full center rental only for private use) during the off season, which is November 1 through March 31, are eligible for a 25% fee reduction
5. Rentals for fee based classes or programs are eligible for up to a 25% maximum discount.

### **B. WAIVERS**

#### **1. Group Waiver Criteria**

Groups, organizations and individuals are eligible for the waiver of facility rental fees, however, staffing fees cannot be waived and will be charged at the current rate listed elsewhere in this document. Facility rental fees for the purposes of this section will be calculated with staffing costs deducted. The following criteria must be met:

- a. A contribution of money, materials, labor, development, recreations or social programs or other donations that benefit the County Park system. Contributions must be equal to twice the value of the flat fees being waived.
- b. Contributions for the cash value of the percentage of the gross fee charged for a full facility rental must be equal to the percentage. These contributions must be completed within 12 months of the event.

### **C. PROCEDURE TO APPLY FOR FEE WAIVER OR REDUCTION**

1. Requesting group shall write a letter to the Parks Director containing information that verifies qualifications in meeting the criteria for waiver approvals.
2. The Department will review the request, determine the validity of the information and compliance with the criteria for waiver approval.
3. If the group does not meet the requirements for waiver, the Department will deny the request and so inform the group. If the group does meet the requirements for waiver, then the Department shall grant the waiver and so inform the group.
4. Waiver requests need not be reviewed by the Parks and Recreation Commission.
5. Any denial of waiver fees by the Department may be appealed by the requesting group to the County Administrator, and if necessary, to the Board of Supervisors.
6. Waiver processing will generally require a minimum of six weeks from the date of receipt of the request until Department approval. Requests received with less than six weeks' notice may not be considered.

### **D. SPECIAL CIRCUMSTANCES**

#### **1. Cabrillo Host Lion's Club**

The Cabrillo Host Lion's Club shall be granted 180 hours free use of Aptos Park Center each calendar year in consideration for the development of the facility by that group.

#### **2. Santa Cruz County Veterans Memorial Building**

The Santa Cruz County Veterans Memorial Building at 840 Front Street, Santa Cruz, CA 95060, is operated by the Santa Cruz County Veterans Memorial Building Board of Trustees (VBOT), under contract with the County of Santa Cruz. All rentals and uses of the building are handled by the VBOT. The contract may be viewed or a copy obtained by contacting Santa Cruz County Department of Parks, Open Spaces and Cultural Services

## **SECTION IV – ATHLETIC FIELD RULES**

All provisions of the Santa Cruz County Parks Department Rules and Regulations, and Fee Schedule Guide shall apply to athletic facilities at County Parks. The following additional competitive league policies are to provide for safe, efficient field use as well as protection of those facilities.

### **A. RENTAL AND RESERVATIONS**

Athletic facilities or portions thereof may be reserved by leagues or groups for their exclusive use between the hours of 8:00 AM and dusk, subject to the following conditions:

### **B. RULES**

1. Reservations are not accepted during designated maintenance hours.
2. Reservations may be accepted for games and practice sessions from leagues and designated organizations and individuals.
3. Other park uses may preclude athletic facilities from being available for reservations. Once a reservation is approved, other park uses or reservations shall not preempt that use.
4. Approved reservations may be canceled by Parks due to inclement weather or special maintenance projects. If facility use is canceled, a full refund of fees and deposits will be made if the event cannot be rescheduled.

### **C. CONTROL OF THE PREMISES**

The Department may regulate or prohibit activities which are deemed to be a hazardous nature to groups or individuals or which endanger property.

1. Golf  
Golf equipment is not permitted.
2. Model Airplanes, Fireworks, and Rockets  
Use of motorized toys, including model airplanes and use of fireworks or rockets is not permitted without a Facility Permit.
3. Pet and Animals  
Dogs, horses or other domestic animals are not permitted.
4. Glass  
Glass containers are not permitted.
5. Bicycles and Motor Vehicles  
Use of bicycles, wheeled toys and motor vehicles, including motorcycles, automobiles or go-carts, are not permitted.
6. Field Preparation and Equipment  
Field markings, lining and preparation of athletic facilities are subject to approval by Permit. This includes use of signs, portable goals and recreation equipment, driving of stakes, creating holes or removing soil or turf in preparation for field use, or any other activity that will alter existing field condition.
7. Special Events and Unique Use

Use of athletic facilities for sports such as archery, volleyball or other atypical uses are subject to special conditions as specified by individual Facility Permit. Use of athletic facilities for fairs, carnivals or activities with booth setups will not be allowed if field conditions will be damaged or altered by such use, or if the safety of participants and the general public is compromised.

8. Permittee shall inspect athletic fields daily and report any unsafe conditions to Parks at (831) 454-7901.

#### **D. ATHLETIC FACILITIES DESCRIPTION AND SERVICES**

##### **1. Softball Diamond**

Softball diamonds are equipped with a layback arch backstop, permanent home plate and pitching rubber. All line markings and field preparations are to be provided by the reserving group. The Department maintains the fields by mowing, watering and fertilizing, as well as reconditioning as needed. Special diamond grooming beyond weekly grading must be provided by the reserving group. Use of portable fencing or special equipment and preparation must be approved in advance by the Department Permit. The fields are suitable for youth or adult softball and youth baseball (12 years and under).

##### **2. Soccer Field**

Soccer fields are maintained by mowing, watering, fertilizing and reconditioning as needed. All field preparation, including line marking, must be provided by the reserving group. Equipment use and field preparation must be approved in advance by Department Facility Permit. Portable soccer goals may be checked out from the Department when available. All other equipment must be provided by the reserving group. Practice sessions are subject to conditions shown below. This is suitable for soccer and football for all ages.

#### **E. ALCOHOLIC BEVERAGES**

The use of alcoholic beverages in and immediately around the athletic fields is prohibited unless allowed by permit with the Director or his/her designee. This includes sidelines, dugouts, bleachers, and field areas.

#### **F. ATHLETIC FIELD EQUIPMENT AND STORAGE**

There are limited storage facilities during the rental period for athletic equipment, field preparation equipment, or maintenance supplies by community groups who are continuous seasonal renters. (The Department will maintain and check out soccer goals to reserving groups). All athletic equipment remaining at a County Park must be available to the general public and will not be secured for private groups or individuals. Organizations may contribute equipment to the Department for public use.

#### **G. USE FEES AND DEPOSITS**

Provisions of the Park and Building Facility Rules and Regulations shall apply to athletic facilities. A fee for athletic facilities shall defray Department costs, thus providing exclusive use of the reserved facility and shall:

1. Provide for reservation service and administrative overhead.
2. Provide personnel to verify reservations and oversee field use.
3. Offset costs for mowing, fertilizing, watering, conditioning and other maintenance tasks.

#### **H. DEPOSITS AND ADDITIONAL CHARGES**

The user shall not injure, mar, or in any way deface the facility or equipment therein and shall not cause or permit anything to be done whereby the same shall be in any manner marred or defaced, nor shall make or



allow to be made any alterations of any kind therein. If the facility is marred or defaced by the act of negligence of the user, employees, or employees, patron, guest, or any other person using the facility while the facility is under control of the user, the user will pay to County, on demand, such sums as the Director shall determine to be necessary to restore the facility or such equipment to its condition prior to such damage. Any deposit made by the user may be retained by the County to cover part or all of the cost of repairing damaged facilities.

#### Deposits and Additional Charges

The Department may collect damage and cleanup deposits from users to assure that costs are associated with services. Deposits are refundable after inspection by Department personnel.

#### Per Field

(a) Clean up and damage deposits

(b) Repair and cleanup services required of maintenance staff are charged at the current maintenance staff hourly rate.

### **I. SEASON AGREEMENTS**

Certain groups and organizations are eligible to enter into Season Facility Use Agreements with the Department for continuing field use provided the following criteria are met:

1. Groups must be non-profit athletic leagues or teams with a home base in Santa Cruz County.
2. Groups must agree to perform their own field preparation except for mowing, dragging and watering and clean up using their own supplies, participants and equipment.
3. Groups are not guaranteed adequate parking.
4. Groups must provide a \$100 damage and cleaning deposit, to be retained by the County Treasury during the term of their agreement. This deposit may be repeated as needed.
5. Groups may be charged \$100 per day for unauthorized field use.
6. Field use shall be consistent with league schedules submitted to the Department.
7. Groups must provide their own insurance. They must furnish the Department with a certificate of general liability and report damage in an amount of not less than One Million Dollars (\$1,000,000) per incident. Such insurance shall name the County as additional insured, be primary coverage, and indemnify the County for any and all losses including, but not limited to, attorney fees and legal costs which the County may suffer by reason of this use of the premises.
8. Groups with Season Agreements must contribute to the athletic facilities in one of the following ways:
  - a. Fee must be paid prior to requested use.
  - b. Partial payments may be accepted if a payment schedule is approved by the Facilities Supervisor.Groups wishing to contribute services, in lieu of fees, must submit a written proposal to the Department fully explaining the nature and commitment of their contribution, 90 days in advance of their use. Proposals will be approved or denied by the Director. Approved proposals will be incorporated into the Season Agreement.
9. Vehicle entry fees: A vehicle entry fee may be collected.
10. Tournaments: If tournaments are held outside the season agreement, an additional reservation is required. Tournaments with teams other than those of the reserving league will be subject to a special event fee.
11. Relinquishment of time slot: If a season agreement holder does not actually use a field as scheduled, the time slot shall be considered relinquished and Parks may assign the field to another use. The season agreement holder may voluntarily relinquish a time slot with as least one week prior notice in order to receive fee credit.
12. Group cleanup: Groups are responsible for seeing that their participants and spectators observe all park Rules and Regulations. Groups not abiding may lose their season agreement privileges.
13. Fields: Fields will be scheduled by Parks during holidays or as deemed necessary.

14. Keys: If keys are required for the storage room, they must be checked out in advance through the Parks office.
15. Fines: There is a \$25.00 fine (where applicable) for leaving nets up or not breaking down the goals and moving them off the fields.
16. Closure: The field closes in mid-November for the winter. Use beyond that time is to be approved by the Department. The fields open, weather and field conditions permitting, by mid-March.
17. Non-Profit Leagues or teams affiliated with non-profit leagues: Non-profit leagues or teams affiliated with non-profit leagues in good standing will have the right of first refusal to enter into new agreements for subsequent year in accordance with the contract and limited by actual use. Notwithstanding the first right of refusal, Parks reserves the right to set hours of use in order to maximize field availability. Additional field use will be subject to availability.

## **SECTION V – SURF SCHOOL CONCESSIONAIRE PROGRAM**

All provisions of the Santa Cruz County Parks Department Rules and Regulations, and Fee Schedule Guide shall apply to surf school concessionaire program at County Parks beaches and coastal access points. The following additional surf school policies are to provide appropriate commercial activity for this area that maintains safety and access, reduces impact to the residential neighborhood from this commercial activity, provides qualified trained instructors, and provides compensation to the County for the use of public facilities.

### **A. SURF SCHOOL CONCESSIONAIRE PERMIT TERMS AND CONDITIONS OF USE**

Permits are issued annually and allow surf school concessionaires to provide surf instruction at the designated beaches and coastal access points during a one-year period. Surf instruction is permitted for board surfing, stand up paddle, body surfing, or boogie board lessons. The permit applies to the beaches and coastal access points along East Cliff Drive Parkway between Pleasure Point Park and The Hook Park at 41st Avenue, including Pleasure Point, 36th Avenue, 38th Avenue, and The Hook, between the hours of 7:00 AM and dusk, subject to the following conditions:

#### **1. RULES**

- a. All classes and surf school instruction must enter and exit the water only at the permitted beaches and coastal access points.
- b. Surf schools must establish off-site staging areas at a commercial/business property for conduct of business and pre-water instruction. These activities are not permitted on-site on County property or beaches/coastal access points, in the public right-of-way, or within residential areas. Limited staging on the beach must be done in a manner that does not impede upon public right-of-way. Surf schools must provide a shuttle with equipment from the off-site staging area to access the permitted access points.
- c. Surf schools shall not exclude the public from any site. Beaches and coastal access points must be kept clear and accessible at all times. Surfboards and equipment must be kept in a position that does not obstruct the public right-of-way, beaches, and coastal access points.
- d. The maximum student to instructor ratio for surf school lessons shall be four (4) students per one (1) instructor. Beginner level students shall have a maximum of two (2) students per one (1) instructor. Children 10 and under shall have a maximum of one (1) student per one (1) instructor.
- e. Surf school permits will be issued to up to a maximum of three (3) surf schools annually.
- f. The total number of all surf school students permitted in the water during any single period of time shall not exceed twenty-four (24) students, with each of the three permitted surf schools having a maximum of eight (8) students in the water at any one time.

- g. Every surf school instructor must be fully trained and proficient in ocean safety, surfing, and surf instruction. The minimum age for an instructor is eighteen (18) years of age. Proof of Red Cross or American Heart Association First Aid and CPR certifications must be submitted for all instructors.
- h. Surf schools must assure that all students and instructors wear uniform shirts or vests identifying their respective surf schools at all times. They must be sufficiently distinctive in color or design in order to differentiate between surf schools and instructor from students. Instructors must be identified with the same jersey color and INSTRUCTOR in larger letters written on the back.
- i. Surf schools must provide sufficient and proper equipment, based on the student's skill level, for the conduct of each surfing lesson. Board surfing lessons at the permitted beaches and coastal access points may use only soft foam boards with flexible rubber fins, for beginners, and all boards shall have leashes attached to the students.
- j. Surf schools must ensure that instructors teach and practice the basic rules of surf etiquette. Instructors must ensure that the ocean conditions are safe to conduct class and use of surf breaks are based on the skill levels of the instructor and the students. Instructors must make a concerted effort to minimize unreasonable overcrowding of any one surf break and ensure that students stay out of congregations of surfers in the water and any kind of crowded surfing conditions. Students must be instructed to follow the philosophy of one person per wave. Instructors must never leave a group in the water unattended for any reason. Instructors must direct students to allow a safe distance between each other and other surfers to avoid collisions.
- k. The County Parks Director or designated representative is authorized to refuse, suspend, or revoke any use permit or agreement. County Parks has the right to issue a temporary suspension at any time as it deems necessary as a result of any violation, as determined by the Department, upon written notice to a concessionaire. If a Surf School and/or its surf school instructor(s) violate(s) any of the terms and conditions of use of this permit and/or receive(s) three legitimate complaints as determined by the Department or one legitimate egregious complaint within a one-year period, it shall constitute grounds for immediate permit revocation.

## **2. USE FEES**

Surf school permit fees are established in order to recover costs associated with the administration of permits and impact upon coastal access activities.