

CITY COUNCIL POLICY: 2018-03

PARK & PICNIC USE POLICY

EFFECTIVE DATE: JANUARY 16, 2018



1 Policy Statement

- 1.1 The purpose of this Park & Picnic Use Policy is to ensure that the use of the picnic areas are granted in a fair and equitable manner for meetings, activities, and events, which are recreational, social, and/or civic in nature, offering services of interest and need to the community. Fees charged for the use of the picnic areas are intended to partially recoup on-going maintenance and operation costs of the facility. The City Manager has the discretion to make operational policy changes while policy changes pertaining to the fees will be reviewed by the Parks & Recreation Commission and approved by the City Council.
- 1.2 Staff shall be responsible for enforcement of all policies, rules, and regulations established in this policy and shall have the authority to deny or terminate the use of the facility if a determination is made that the use does not conform to the requirements of this policy and/or may cause damage to the facility.
- 1.3 City staff shall oversee and supervise all events at City facilities for the safety and well-being of the public and facility. Staff shall be responsible for and have complete authority over the facility being used, all equipment, participants, activities, alcohol service and any security firm(s) on site per the terms of this policy. Staff shall have authority to request changes in activities or cessation of activities. Users must comply with staff requests and instructions.
- 1.4 This policy covers use of designated picnic areas within the City’s parks. Requests for field and court use require a separate application and are covered within the Athletic Facility Use and Allocation Policy.
- 1.5 The City Manager has the discretion to make operational policy changes while policy changes pertaining to the fees will be reviewed by the Parks & Recreation Commission and approved by the City Council.

2 Picnic Areas

- 2.1 Use of City picnic facilities is subject to the maximum capacities shown in Exhibit A. All rentals are subject to and may not exceed the maximum capacities. Failure to comply may result in termination of event.

3 Priority Rating

- 3.1 An individual or group seeking permission to utilize a picnic area will be classified in one of the following priority groups. These classifications are used to establish priority of use and the applicability and amount of the fee and/or deposit. The groups are as follows, in descending order of priority:
 - 3.1.1 Group A - Activities conducted and/or sponsored by the City of Diamond Bar.
 - 3.1.2 Group B - Activities conducted by the City recognized Senior citizen membership groups. Priority within this group shall be determined by the overall number of Diamond Bar residents served per group after review of verified membership rosters by Parks & Recreation Director.
 - 3.1.3 Group C - Activities conducted by other Governmental agencies, local school districts, or Diamond Bar based non-profit organizations.
 - 3.1.4 Group D - Private events conducted by Diamond Bar residents, resident groups/organizations, and Diamond Bar-based businesses.
 - 3.1.5 Group E - Private events conducted by non-residents, non-resident groups/organizations, and businesses based outside Diamond Bar.

4 Picnic Reservations – Application Process

- 4.1 Any person or group wishing to reserve a picnic facility must submit a complete Application for Use of Facilities to the Parks & Recreation Department at least fourteen (14) days but not more than one year prior to the event or activity.
- 4.2 Reserved use of picnic facilities requires payment of applicable fees and deposits as adopted by the City Council. Reservations and associated fees and deposits apply to all groups of thirty (30) or more.
- 4.3 Each reservation is subject to the approval of the City on a first come, first serve basis.
- 4.4 If the proposed use could create traffic and/or safety concerns, the City reserves the right to require that the user, at its sole expense, obtain security through the Los Angeles County Sheriff's Department.

5 Payments

5.1 All picnic rentals must be paid in full at the time of reservation.

6 Cancellation Policy

6.1 Picnic reservations cancelled 7 days or more prior to the event will receive a refund of fees minus 50%.

6.2 Picnic reservations cancelled 6 days or less prior to the event will receive no refund of rental fees and a full refund of cleaning deposit and insurance fees if any were paid.

6.3 The City of Diamond Bar may cancel the use of park facilities for cause or convenience.

7 Rules & Regulations

7.1 All park users must comply with all provisions of the Diamond Bar Municipal Code.

7.2 Animals

7.2.1 Animals, except for leashed dogs and cats and licensed service animals, are not permitted at City parks. Diamond Bar Municipal Code section 12.00.260 specially prohibits animals outside the Diamond Bar Center or in Summit Ridge Park (except leashed dogs and cats) unless permitted by the Parks & Recreation Director.

7.2.2 Permits will be considered when animal is provided by an insured business. The animal must remain under the control of the business animal handler at all times. Business must provide one million dollars (\$1,000,000) in liability/property damage insurance listing the City of Diamond Bar as an additional insured, per this policy. If approved, an animal deposit in the amount established in the City Council-approved fee schedule shall be required.

- 7.3 The City reserves the right to cancel or suspend Facility Use Permits when inclement weather or other conditions threaten the health and safety of participants and/or may result in damage City Facilities. Such conditions may include, but are not limited to rain, mud, standing water, lightning, earthquakes, and general maintenance issues. The Public Works Department, Maintenance Division is authorized to close any City Facilities deemed to be unsafe or unplayable. The decision of the Park & Recreation Director or designee is final. City staff will contact permit holders to notify them of any closures.
- 7.4 The City is responsible for general maintenance of City Facilities. Users should immediately report any hazards, damage, or acts of vandalism to the Parks & Recreation Department (909-839-7070) or Public Works Department (909-839-7060), in emergency or after-hours situations, the Los Angeles County Sheriff's Department (909-595-2264). It is the policy of the City of Diamond Bar to prosecute to the fullest extent possible any individual committing willful acts of vandalism or damage to City Facilities.
- 7.5 Motorized vehicles are not permitted on parks, fields, or courts without written authorization of the City as a condition of a Facility Use Permit. Special requests for motorized vehicle use shall be made in writing and submitted for consideration with the Picnic Application for each allocation period.
- 7.6 Overnight use of City parks is available only to Diamond Bar-based non-profit organizations and requires written authorization of the City. Diamond Bar-based non-profit organizations may request overnight use by submitting a written request to the Parks & Recreation Department a minimum of fifteen (15) days prior to the proposed use. If the request is approved, it is the responsibility of the requesting organization to:
- 7.6.1 Maintain appropriate adult chaperones.
 - 7.6.2 Notify the Sheriff's Department of an overnight campout.
 - 7.6.3 Request Sheriff patrols during the campout.
 - 7.6.4 Meet all required insurance requirements.

7.7 Public Address Systems

- 7.7.1 No person or group shall use any public address system and/or sound amplification equipment at any City Facility without first submitting a written request a minimum of ten business days prior to the proposed use and receiving subsequent written approval from the Parks & Recreation Director or designee.
- 7.7.2 The use of the public address system must not unreasonably interfere or disturb surrounding residences, nor shall the use of the public address system detract from or interfere with the general public's use and enjoyment of the park. The direction of the public address system's speakers must be directed toward activity spectators and away from the surrounding residential areas. Public address system use is permitted only between the hours of 10:00am and 9:00pm daily.
- 7.7.3 In addition to the provisions in this policy, any use of public address systems and/or sound amplification equipment is subject to the provisions of Title 8 of the Diamond Bar Municipal Code. Failure to comply with the above requirements will result in immediate disconnection of the public address system and may result in forfeiture of Facility Use Permit.
- 7.8 Where the possession, transporting, selling, giving away, or consumption of alcoholic beverages is allowed in parks pursuant to Section 12.00.280 of the Diamond Bar Municipal Code, the user is subject to all provisions of Section 12 Alcohol Use of the Facility Use & Rental Policy (City Council Policy 2018-01).
- 7.9 Participants, spectators, coaches and others must comply with all parking regulations. No parking is allowed outside marked parking areas unless authorized in writing by the City. Large events or tournaments may require additional traffic control plans per the City's public safety officials.
- 7.10 Users are expected to cooperate with the City to preserve playing surfaces at City Facilities by following these guidelines:
 - 7.10.1 Do not use turf areas that are wet or muddy.

- 7.10.2 Rotate play between different sections of turf to reduce excessive turf wear in a single area.
- 7.10.3 Divots must be replaced at the end of each use to help reestablish loose turf.
- 7.10.4 Avoid placing tarps or other coverings on turf playing surfaces.
- 7.10.5 Soccer and football practices are not allowed on dirt infield areas of baseball/softball diamonds.
- 7.11 Water activities, including, but not limited to dunk tanks and water slides, are not allowed at City facilities.
- 7.12 No fires of any kind, including campfires, liquid fluids or charcoal fires are allowed except in barbecues provided.

8 Insurance

- 8.1 Any reservation with 50 or more in attendance must comply with City insurance requirements. Permitted users of City Facilities must agree to indemnify and hold the City harmless, and must provide evidence of appropriate insurance to back up the indemnity agreement. User must sign and submit a completed City-provided indemnification form at least 14 days prior to the scheduled use of facilities.
- 8.2 User must provide evidence of the required insurance coverage. User shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. The City, its officers, officials, agents, and employees shall be included as additional insureds on the policy. Policies must include a provision requiring a thirty (30) day written cancellation notice to the City. The City reserves the right to require additional insurance requirements as determined to be appropriate for the requested use. Proof of insurance must be submitted to the Parks & Recreation Department and City Clerk at least 14 days prior to the first scheduled use of facilities.
- 8.3 Special event insurance is available to occasional and one-time users through the City and can be purchased by the participating group. Contact the Parks & Recreation Department at 909-839-7070 for information.

Exhibit A

Park/Picnic Facility	Maximum Capacity
<i>Heritage Park</i>	85
<i>Maple Hill Park</i>	85
<i>Pantera Park</i>	300
<i>Peterson Park</i>	115
<i>Ronald Reagan Park</i>	80
<i>Sycamore Canyon Park</i>	130