

## POLICY

As authorized by the Board of Supervisor in their agenda item B-2 on December 14, 2010, temporary exclusive use requests of specific areas within Stanislaus County associated with the Department of Parks and Recreation will be approved by the Department Director.

An exclusive use license grants the licensee the rights to temporary exclusive use of the County facility and provides the authority to use the facility pursuant to the Department's set requirements. This temporary exclusive use license can be revoked at any time if the licensee conducts themselves in a manner inconsistent with the County's policies, and Department rules and regulations. A six-week advance written Event Approval Request (EAR) detailing the event must be submitted to the Department of Parks and Recreation prior to the event.

In accordance to the Stanislaus County Code, Title 18, Chapter 6.010, *Organized Competitions*, "Holding, sponsoring, advertising or participating in any organized competition is not permitted without having first obtained the permission of the Board of Supervisors. (Ord. CS 512 §9 (part), 1993)." If the event is determined as an Organized Competition, holding the event requires the Board of Supervisors' approval. It is highly recommended that the Requester also request for *exclusive use* of the facility through the Director of Parks and Recreation otherwise the identified area of use will remain available to the public and available for exclusive use reservations by another party. In completion of the Event Approval Request Form, Requester agrees and will ensure their group abides by the Department's set requirements, rules and regulations, Stanislaus County Code, and understands that this event may be cancelled due to noncompliance.

## PROCEDURE

1. Request must be received in writing to the Department indicating the details of the request/event six weeks prior to the event.
2. Requester must complete the Event Approval Request (EAR) Form in full including a detail description of the area to be used. It is recommended the requester discuss the area of interest with the area Manager prior to submitting the request. All applicable boxes should be checked as appropriate. The form is available online and fillable on the computer before printing.
3. The EAR form may be submitted to the area Manager OR mailed in to:  
Stanislaus County Parks and Recreation  
Attention: EAR  
3800 Cornucopia Way, Suite C  
Modesto, CA 95358
4. Upon completion of Event Approval Request Form, the form is submitted to the area Manager for initial approval. The area Manager will review the request to ensure the area is available and that there are no other conflicts.
5. Upon approval from the area Manager, the Event Approval Request Form will be returned to the designated event coordinator to compile all required documents to be submitted to the Director for final approval.
6. Upon receiving final approval from the Director, the event coordinator will collect the necessary items/documents (HHA, Insurance) and issue the Director-approved temporary license for exclusive use and notify the Requester.
7. The final approved event will be placed on the Events Calendar, which can be found online at <http://www.stancounty.com/er/parks/events.shtm>.



8. All payments are due in advance to officially make the reservation unless pre-arrangements were made with the Department.
9. Original documents must be submitted to the Department of Parks and Recreation.
10. The general required documents for all events include the following:
  - a. Event Approval Request Form
  - b. Hold Harmless Agreements (HHA). The Individual HHA may be submitted immediately after event if participants are involved. The Organizational HHA is due to the Department prior to the event.
  - c. Requester must provide a Certificate of Liability Insurance accompanied by an Endorsement naming County of Stanislaus, its Officers, Directors, Officials, Employees, Agents, Volunteers, and Representatives, which includes the Department of Parks and Recreation as an additional insured. The minimum liability limits should be stated as the:
    - i. \$1 million Personal Injury
    - ii. \$1 million Each Occurrence
    - iii. \$2 million General Aggregate
    - iv. \$1 million Auto Liability
    - v. The Description section should state the following verbiage:
      - This certificate confirms that the County of Stanislaus, its officers, directors, officials, employees, agents, volunteers, and representatives, which includes the Department of Parks and Recreation, “the Insured Entities” are Additional Insureds under all applicable insurance policies identified above as required, which status is further confirmed by the attached endorsements. The insurance listed herein is primary and non-contributing with any insurance carried by the Insured Entities, which is further confirmed by the attached endorsements. Rights of Subrogation against the Insured Entities have been waived under all insurance policies listed herein, which is further confirmed by the attached endorsements.
    - vi. The Certificate Holder section should have the following listed:  
Stanislaus County  
Parks and Recreation  
3800 Cornucopia Way, Suite C  
Modesto, CA 95358-9492
    - vii. Section II of the Endorsement page must state the following:

**SECTION II—WHO IS INSURED** is amended to include as an insured person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of the Named Insured’s completed and ongoing operations; insurance maintained by the Named Insured shall be primary, and the Additional Insured Entities shall be non-contributing, or a copy of the policy which state the equivalent shall be submitted in its entirety.

      - A. The County of Stanislaus, Department of Parks and Recreation, its officers, directors, officials, employees, agents, volunteers, and representatives are to be covered as Additional Insured.
      - B. For any claims related to the pertaining event(s) by the Named Insured, the insurance of the Named Insured shall be primary.
      - C. Should any of the above described insurance and certificate of liability be modified or cancelled before the expiration date, the Named Insured will give a thirty (30) day written notice to the Additional Insured—County of Stanislaus.
      - D. Additional Insured terms shall include completed and ongoing operations.
      - E. Rights of subrogation and recovery against the Additional Insured Entities have been waived under all insurance policies listed herein.
    - viii. Workers Compensation is required if the event will be hiring paid workers for the event. This includes a Waiver of Subrogation.
  - d. Event flyer or other related documents may be attached if applicable.
  - e. Food vendors will require the appropriate licenses/permit.



- f. Any mobile units such as portable restrooms to be placed in the area of use must be pre-approved by the Department.
- 11. If the event is an organized competition, pursuant to the Stanislaus County Code, Title 18, Chapter 6.010, the Department is required to submit a board agenda item to the Board for approval to hold the organized competition.
- 12. As an option, youth groups may select to do the volunteer work listed on the Service Project List pertaining to the Kiwanis and Joe Domecq areas.

The Events Calendar will be categorized in the following corresponding colors and listed in the Calendar with the event location abbreviated, followed by the Requester name/group: (Please note that these events are fully approved only if the Requester has met all requirements; events shown on the Events Calendar may still be a tentative or contingent upon meeting requirements.)

-  Courthouse
-  FR Hall
-  FROHV
-  In Progress
-  Kiwanis
-  La Grange
-  Modesto
-  Woodward
-  Other Parks

For further questions regarding this process, please call the Department of Parks and Recreation at (209) 525-6750.

**Disclaimer:** The information contained on this website is for general information purposes only. Although every effort is made to keep the information up to date and accurate based on staff's availability to post, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the Events Calendar on the website or the information, services, or related graphics contained within the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk. In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website. Stanislaus County Department of Parks and Recreation takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

