

**COUNTY OF INYO  
FEES, RULES AND REGULATIONS FOR THE  
USE OF GROUP PICNIC AREAS AND  
COMMUNITY BUILDINGS**



## USE PRIORITIES:

All community buildings under jurisdiction of the County are held in trust for the use and enjoyment of the public. The primary use of buildings and park facilities are for activities of a recreational or community-service nature. County parks and building facilities may be made available for the exclusive use of persons or groups, for a limited period, upon issuance of a use permit and payment of designated fees, subject to rules and regulations contained herein and in park regulations. Such use of facilities shall be governed by the following order of priority:

A. Parks and Recreation Activities. Programs and activities sponsored or cosponsored by Parks and Recreation or the County shall have priority. Requests for facility use for non-County activities shall be subject to the facility use fees, except for training or educational purposes. A completed County "Facility Use Agreement" form shall be submitted. Forms are available from the office of Parks and Recreation. Since the Independence Legion Hall was constructed for use by veteran's organizations, they will have priority over all groups.

B. Public Community Activities. Included in this category are activities that are open to the public and are sponsored by non-profit organizations or public agencies other than County government agencies

C. Private Individual and Organization Activities. Included in this category are activities that are closed to the general public or are commercial or political in nature. These activities may be sponsored by individuals, private or public organizations, or public agencies.

D. Special Event. Included in this category are activities with minimum attendance of 250 or more and are open to the general public. Each separate recreation area is limited to no more than four (4) closures per year. Event organizer/promoter must coordinate camping reservations with the concessionaire of the campground and give notification to the office of Parks and Recreation. If there is no concessionaire, coordination must be made with the Parks and Recreation Director.

## TIME OF USE AND LIMITATIONS

Entrance to the reserved facility shall be allowed at the time specified in the approved permit, and users shall leave at the time specified.

Indoor facilities may be reserved between the hours of 8:00 a.m. and midnight. At the discretion of the Director of Parks and Recreation, event hours may be extended during approved special events.

Outdoor facilities may be reserved between the hours of 8:00 a.m. and 10:00 p.m. During approved special events, hours may be extended at the discretion of the Director of Parks and Recreation.

Any group wishing to reserve facilities beyond these time limits must submit a request, in writing, with the reservation, to the Director of Parks and Recreation or the organization authorized by the Board of Supervisors to handle reservations stating the purpose for the time extension. When such requests are honored, an additional fee may be assessed in accordance with the adopted fee schedule.

Campground facilities shall not be closed to the general public.

At the discretion of the Director of Parks and Recreation, overnight camping within a park may be allowed during special events.

GENERAL TERMS AND CONDITIONS GOVERNING RESERVED USE OF FACILITIES.

Additional Conditions. Parks and Recreation may specify additional conditions to be met for application approval and/or may place additional conditions on the activity to be held. Such conditions must be reasonable and for the protection of County interest.

Advertising, Solicitation and Sales. Groups and/or individuals shall not:

- A. Distribute any handbills or circulars, post, place or erect bills, notice, paper or advertising device or matter of any kind, without prior approval from the Director of Parks and Recreation. No placement of any of the above will be permitted on trees. Prior publication of events shall not take place until necessary permits, insurance review and fees are paid.
- B. Sell or offer for sale any merchandise, articles, or things whatsoever, or practice, carry on, conduct or solicit for any trade, occupation, business or profession, without prior approval from the Director of Parks and Recreation

Concessionaire. Concessionaire may be allowed to remain open during special events.

Special Event Plan. Event promoter will be required to provide an event work plan to the Director of Parks and Recreation three (3) months in advance of the proposed special event.

Alcohol Regulations.

- A. Alcohol Beverages Permitted. The use of alcohol will be covered by insurance as detailed in Ordinance 1024, Section 12.18.100.
- B. Use of Alcoholic Beverages Must be Approved. The use of alcoholic beverages is by written permit only and must be requested at the time the facility use application is made. The Director of Parks and Recreation reserves the right to place restrictions on the use of alcoholic beverages in accordance with State law, County policy and concessionaire agreement.
- C. Possession of Alcohol. No one shall be admitted to indoor recreational facilities who is under the influence of alcohol or who has alcoholic beverages in his possession not authorized by written permit.
- D. Time Limits for Use of Alcoholic Beverages. The use or provision of alcoholic beverages in indoor facilities will not exceed four hours for any one event and in no instance extend beyond legal hours established in the State Business and Professions Code.
- E. Removal of Alcoholic Beverages. The alcoholic beverage permittee will remove all beverages from the premises immediately following the approved use.

F. Alcoholic Beverages Only Allowed in Designated Areas. Alcoholic beverages will only be permitted in certain designated areas as determined by the Director of Parks and Recreation.

G. Alcoholic Beverage License. Certain alcoholic beverage uses may require the permittee to obtain a use license from the Department of Alcoholic Beverage Control (Department of Alcoholic Control, 4800 Stockdale Hwy., Suite 213, Bakersfield, California 93309). The issuance of a health permit is required from the Inyo County Department of Environmental Health Services. A copy of the license must be submitted to the Director of Parks and Recreation five (5) working days before the use in which alcoholic beverages are to be sold.

Food Regulations.

- A. Food and Refreshments – Designated Areas. Food and refreshments will only be permitted in certain designated areas as determined by the Director of Parks and Recreation.
- B. Cleanup and Damage Deposit. A refundable cleanup and damage deposit shall be required of groups serving food and refreshments, including alcoholic beverages.
- C. Health Department Regulations. It is the permittee’s responsibility to meet health department standards.

Adult Supervision.

Youth groups must have adequate adult supervision as determined by the Director of Parks and Recreation.

Conduct of Persons.

Permittee shall be responsible for the orderly conduct of all persons using the premises by its invitation, whether expressed or implied, during all times covered by the facility use agreement issued by the Director of Parks and Recreation.

At the discretion of the Director of Parks and Recreation, permittee may be requested to provide security personnel for the special event.

Damage to Facility or Equipment.

The permittee shall be responsible for any damage or loss to equipment or property. Any person, group, or permittee causing damage loss or extensive cleanup shall forfeit deposit and be required to pay any additional costs. The premises and facilities used must be restored to the condition in which found within the time specified in the permit. The permittee shall take care to see that no damage is done to the furniture or fixtures.

Decorating.

Any decorating, covering or changes to the facility must be requested in the application and must be approved.

- A. Adhesives, nails, etc: The use of cellophane adhesive tape, nails, staples, screws, etc., in walls, woodwork, on windows, tables or other equipment/facilities is prohibited. Masking tape, if used, must be removed following the event.
- B. All decoration must be fireproof or of fire-retardant materials.
- C. Light fixtures: nothing shall be attached to light fixtures.
- D. Open flame devices: Candles or other open flame devices will not be permitted.

#### INSURANCE REQUIREMENTS.

If, in the judgment of the Risk Manager, or designee, the risk of the event warrants such, permittee shall be required to procure and maintain, for the time period of at least one day prior to the event and ending no less than one day after the event, a policy of broad form comprehensive general liability insurance with minimum coverage levels as determined by the Risk Manager or designee. Said level of insurance shall be per occurrence combined single limit for bodily injury liability and property liability, including premises and operation. If alcoholic beverages will be served or sold, said policy shall specifically include liquor liability coverage.

Insurance is to be placed with insurers with a Best's rating of no less than B++. The County shall be named as additional insured. Permittee shall furnish the County with a certificate of insurance evidencing the coverage required by this clause. The certificate is to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate is to be received and approved by the County at least five days prior to the event for which the permit is issued by mailing or delivering the same to the County of Inyo, Attention: Risk Manager, 785 N. Main Street, Suite G, Bishop, CA 93514. The County reserves the right to require a complete, certified copy of any required insurance policy at any time.

Organization or events sponsored by the County shall be exempt from the insurance requirements.

#### DEFENSE AND INDEMNIFICATION.

Permittee, its officers, employees and members shall defend, indemnify and hold harmless the County, its agents, officers and employees from and against all claims, damages, losses, judgments, liabilities, expenses and other costs, including litigation costs and attorney's fees, arising out of, resulting from, or in connection with, the event for which this permit is issued. Permittee's obligation to defend, indemnify and hold the County, its agents, officers and employees harmless applies to any actual or alleged personal injury, death or damage or destruction to tangible or intangible property, including the loss of use. Permittee's obligation under this section extends to any claim, damage, loss, liability, expense or other cost which is caused in whole or in part by any act or omission of the permittee, its officers, employees, members, representatives, invitees or any member of the public attending the event for which this permit is issued.

## DENIAL OF PERMIT.

The Director of Parks and Recreation, or the organization authorized by the Board of Supervisors to handle reservations, reserves the right to deny issuance of a facility use agreement for previous violations of these rules or other actions as may be deemed detrimental to the operation of park facilities or public safety.

If the Director or organization denies the facility use agreement, the applicant shall have the right to submit the agreement to the County Administrator for review and approval. If the County Administrator denies the permit, the applicant shall have the right to appeal to the Board of Supervisors whose decision shall be final.

## DAMAGE AND CLEANING DEPOSITS.

Applicant accepts full responsibility for lost or stolen items, breakage, or damage to property or structures and for the deportment and conduct of those attending the function for which the facility is requested. Applicant assumes all risks incident to or connected with its operation under such facility use agreement, and shall be solely responsible for liabilities arising from accidents or injuries to persons or property resulting from the function or activity.

In the event the Director of Parks and Recreation or organizations authorized by the Board of Supervisors to handle reservations feels the necessity for a cleanup and damage deposit in excess of those indicated in the fee schedule, then the facility use agreement and deposit requirements shall be submitted to the County administrator for approval with the right of applicant to appeal the County Administrator's decision to the Board of Supervisors.

Deposits are in part or totally refundable, depending on the results of a staff inspection of premises to determine County costs associated with permittee's use for cleanup or repairs. Actual labor costs for cleanup, replacement, or repair costs for equipment, furnishings or property shall be assessed against the deposit. If costs exceed the deposit, the Director of Parks and Recreation shall seek restitution from the permittee.

Some groups and organizations fall into categories where park and/or rental fees may be waived. These groups include the Board of Supervisors, public agencies, County-sponsored activities, schools, and school organizations, Little League, Civic Club, Boy Scouts, Girl Scouts, and similar non-profit groups and organizations and events sponsored by Parks and Recreation.

## FEE WAIVER AND REDUCTIONS.

Group Waiver Policy:

Waivers of fees may be granted based on the following criteria:

- A. Groups, organizations and businesses must contribute money, materials, labor, development, recreational or social programs or other donations that benefit the Inyo County par system or buildings owned by the County.

- B. All contributions or projects must be completed prior to the event and equal to twice the value of the fees being waived. If a project cannot be completed prior to the event, the Parks and Recreation Director may grant an extension; provided that the entire facility use fee has been received. The facility use fee will be refunded when the project is complete. Partially completed projects do not warrant a partial refund. Proof of these contributions is the responsibility of the group.
- C. Group waivers do not apply to participant fees or deposits.
- D. Liability insurance provisions shall apply to groups charging admission or selling alcoholic beverages.
- E. No waiver of damage and cleaning deposits or insurance requirements.

Department Activities.

Any public function or activity sponsored by Parks and Recreation shall be exempt from all fees, insurance and deposits. Such sponsorship shall be approved by the Director. Groups fitting this categorical waiver include, but are not limited to advisory councils, various recreational classes or programs in arts and crafts, music, dance and sport.

Sponsorship shall be limited to those groups or organizations that contribute a continuing and direct benefit to the delivery of programs and services to the park system.

Procedure. The procedure for securing a group waiver of fees shall be as follows:

- A. The requesting group, organization or business shall indicate on letterhead the request for a waiver. The letter should contain information that verifies qualification in meeting the criteria for waiver approvals. The letter will be addressed to the Director of Parks and Recreation for review.
- B. Upon review of a request, the Director shall have the authority to grant the waiver
- C. If the group does not meet the requirements for a waiver, the Director of Parks and Recreation will deny the request and inform the group, organization or business.
- D. Any denial by the Director of Parks and Recreation may be appealed to the County Administrator; if denied, the group may appeal to the Board of Supervisors whose decision will be final.
- E. Waiver processing will generally require about three weeks from the date of the request.
- F. County agencies and/or departments shall indicate on department letterhead a request for waiver. The letter should contain information such as proposed usage, who will attend, time, date and facility requested. The letter will be addressed to the Director of Parks and Recreation for processing.

FEES AND DEPOSIT REQUIREMENTS

The fees and deposits for facility use are set out as follows:

<u>Picnic Shelters</u>	<u>Fee</u>	<u>Deposit</u>
Lone Pine Community Park	\$50.00	\$150.00
Dehy Park	\$50.00	\$150.00
Eastern California Museum	\$50.00	\$150.00
Mendenhall Park	\$50.00	\$150.00
Millpond Park	\$50.00	\$150.00
Izaak Walton Park	\$50.00	\$150.00
<u>Community Buildings</u>	<u>Fee</u>	<u>Deposit</u>
Big Pine Community Building		
0-100	\$65.00	\$100.00
101-200	\$100.00	\$125.00
201-300	\$130.00	\$175.00
301-400	\$165.00	\$200.00
Independence Legion Hall	<u>Fee</u>	<u>Deposit</u>
0-100	\$65.00	\$100.00
101-200	\$100.00	\$125.00
201-300	\$130.00	\$175.00
301-400	\$165.00	\$200.00
Statham Hall	<u>Fee</u>	<u>Deposit</u>
0-100	\$65.00	\$100.00
101-200	\$100.00	\$125.00
201-300	\$130.00	\$175.00
301-400	\$165.00	\$200.00
Kitchen (per hour)	\$30.00	\$150.00
Conference Room	\$30.00	\$50.00

There are organizations that use these facilities on a continuous basis throughout the year. Organizations that fit into this category will pay a fee of twelve dollars (\$12.00) per hour, which generally covers utilities and maintenance.

Required Deposits. A security/cleaning deposit, paid in advance, for each facility (reserved on first-come, first-served basis) shall be required to guarantee: (1) proper cleanup after use; (2) reimbursement for minor damages to park or building property; and (3) to apply toward fees due the County. If alcohol is served, the deposit will be two hundred fifty dollars (\$250). Persons causing more extensive damage will be help liable. This deposit is required for all group barbeque areas, building.